







UNITED STATES DEPARTMENT OF EDUCATION  
WASHINGTON, D.C. 20202

**1988-89 PELL GRANT DELIVERY SYSTEM ACTION LETTER**  
(Keep in folder or three-ring binder)

DATE : August  
LETTER : P-88-21  
SUBJECT: RDE Tech

Dear Colleague:

In January 1988, the Department of Education announced the implementation of the Pell Grant Program for the 1988-89 academic year. The Pell Grant Recipient Data Exchange (RDE) participation changes may impact your current automated system(s). As a RDE participant, you would be required to prove you comply with the requirements for RDE participation and you would need to know the most current technical specifications and procedures. Since this process significantly reduces handling and storage requirements of manual processing, we encourage any interested institution to investigate the feasibility of participating in the Pell Grant Recipient Data Exchange.

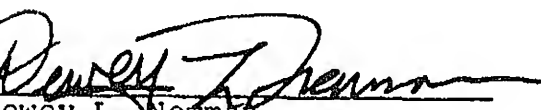
This technical update is intended for schools which are participating in Recipient Data Exchange, and schools currently preparing to convert to RDE for 1988-89. It covers the technical update which was provided to you in the previous update, as well as the change in block size to 8000. The following information for the 1988-89 Pell Grant Recipient Data Exchange is provided:

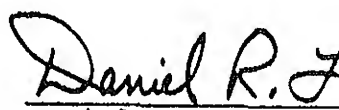
- o 1988-89 RDE Institution SAR Data Record Format, Input and Validation Criteria (input format) - Enclosure 1;
- o Pell Grant Processed Payment Data Record Format, Comment Codes (output format) and Student Payment Data Record Format - Enclosure 2;
- o Physical Specifications for Recipient Data Exchange Records - Enclosure 3;
- o Recipient Data Exchange Transmittal Form and Instructions - Enclosure 4;

- o Specifications for Reporting Recipient Data Change  
sure 5;
- o Data Location Comparison Chart for the Payment  
Institution SAR Data Record, Processed Payment Data  
Processed Payment Document - Enclosure 6;
- o Recipient Data Exchange/Applicant Roster Data Tap  
son Chart - Enclosure 7;
- o Common Problems Encountered in Processing RDE S  
-Enclosure 8;
- o Trial Data Submission and Approval Procedures for  
Participants and Pell Grant Recipient Data Exchange  
ment - Enclosure 9.

Thank you for your participation in the Pell Grant Program  
forward to your continued interest and support during the  
ward year. If you have questions or comments, you may contact  
specialist on (202) 732-3825.

Sincerely,

  
Dewey L. Newman  
Deputy Assistant Secretary for  
Student Financial Assistance

  
Daniel R. Lau  
Director, Student  
Assistance Program

Enclosures

ENCLOSURE 1

Institution SAR Data Record Formats, Data Editing And Validation Cr

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tion criteria for 1988-89. In addition to editorial differences  
to the change in award year, there are several changes between  
9 SAR Data Record format and the format for 1987-88. The fo  
izes these changes:

The SAR Header Record contains an additional data item - Financial  
Service Number - that identifies the servicer who submits RDE  
for an institution.

The SAR Detail Record contains two additional data items that re  
an adjustment of the SAI by the Financial Aid Administrator.  
items are FAA Adjusted SAI Category and FAA Adjusted SAI. The  
Payments To Date to all Pell Recipients per school records is  
optional data item on the 88-89 SAR Data Record.

The SAR Trailer Record allows for the input of FAA identifi  
information - FAA Name and Telephone Number.

tapes submitted by new RDE participants to meet the te  
requirement, and data tapes submitted for 1988-89 RDE processing, mus  
format described in Enclosure 1 and must conform to the specifica  
losures 3, 4, and 5.

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
A. In the <u>SAR Header Record</u> , the following data are required:				
<u>Record Type</u> . Constant of '1'	1	1	Numeric	Must be '1'.
<u>Pell Institution Number of Reporting Institution</u> . Provided on the Statement of Account and Item 1 (Section I) on the Institutional Payment Summary.	2-7	6	Numeric	Must be a valid Pell Institution Number for a participating Independent or Central Campus the Pell Grant institution file.
<u>Entity Number of Reporting Institution</u> . Provided on the Statement of Account and Item 2 (Section I) on the Institutional Payment Summary.	8-19	12	Alphanumeric	Must be a valid Entity Number a participating Independent Central Campus on the Pell Grant institution file.
<u>Ending Date of Period Covered</u> Report which accompanied the SAR tape. This corresponds to Iter (Section II) of the Institution Payment Summary.	20-25	6	Numeric	MMDDYY format. MM = 01 through 12; DD = 01 through 31; Valid Year ≥ 88
<u>Filler</u> .	26	1	Blank	
<u>Ending Year of Award Year</u>	27-28	2	Numeric	Must be '89'.
<u>Date of Tape Preparation</u>	-34	6	Numeric	MMDDYY format. MM = 01 through 12; DD = 01 through 31; Valid Year ≥ 88



2 Dear Colleague

- o Specifications for Reporting Recipient Data Changes  
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- o Data Location Comparison Chart for the Payment Do  
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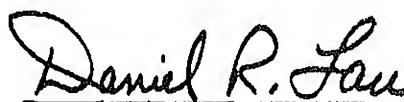
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Sincerely,



L. Newman

ty Assistant Secretary for  
ent Financial Assistance



Daniel R. Lau  
Director, Student Fin  
Assistance Programs

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## ENCLOSURE 1

## E Institution SAR Data Record Formats, Data Editing And Validation

Enclosure 1 provides the Institution SAR Data Record formats, data editing and validation criteria for 1988-89. In addition to editorial differences due to the change in award year, there are several changes between the 1988-89 SAR Data Record format and the format for 1987-88. The following summarizes these changes:


- The SAR Header Record contains an additional data item - Financial Service Number - that identifies the servicer who submits RD for an institution.
- The SAR Detail Record contains two additional data items that allow for an adjustment of the SAI by the Financial Aid Administrator. These items are FAA Adjusted SAI Category and FAA Adjusted SAI. Payments To Date to all Pell Recipients per school records is an optional data item on the 88-89 SAR Data Record.
- The SAR Trailer Record allows for the input of FAA identifying information - FAA Name and Telephone Number.


Page 2 Dear Colleague

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Thank you for your participation in the Pell Grant Program.  
Forward to your continued interest and support during the  
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Specialist on (202) 732-3825.

Sincerely,

  
Jeffrey L. Newman  
Deputy Assistant Secretary for  
Student Financial Assistance

  
Daniel R. Lau  
Director, Student  
Assistance Program

Enclosures

ENCLOSURE 1

Institution SAR Data Record Formats, Data Editing And Validation Criteria

Enclosure 1 provides the Institution SAR Data Record formats, data editing and validation criteria for 1988-89. In addition to editorial differences between the 1987-88 and 1988-89 SAR Data Record formats, due to the change in award year, there are several changes between the 1987-88 SAR Data Record format and the format for 1988-89. The following are these changes:

The SAR Header Record contains an additional data item -- Financial Service Number -- that identifies the servicer who submits RDE data for an institution.

The SAR Detail Record contains two additional data items that relate to an adjustment of the SAI by the Financial Aid Administrator. These items are FAA Adjusted SAI Category and FAA Adjusted SAI. The total payments to date to all Pell Recipients per school records is now an optional data item on the 88-89 SAR Data Record.

The SAR Trailer Record allows for the input of FAA identification information -- FAA Name and Telephone Number.

The remainder of this enclosure describes existing data items and these items in detail. In order to accommodate the additional data elements, the length of the record will increase from 80 characters per record to 100, and the packing factor will change accordingly. Details of these modifications and technical specifications can be found in Enclosure 3.

When reviewing your current automated system(s), you should give particular attention to the "Special Considerations Regarding the SAR Record ID, Student Aid Index and Transaction Number" on pages 26-27. This information does not require a change in processing requirements under RDE, but failure to adhere to the reporting requirements on SAR Record ID and Student Aid Index greatly increases the edit error resolution at your school. Such errors will also affect the processing of such records for purposes of determining your funding requirements.

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format described in Enclosure 1 and must conform to the specificatio  
sures 3, 4, and 5.

1988-89

RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
A. In the <u>SAR Header Record</u> , the following data are required:				
<u>Record Type</u> . Constant of '1'	1	1	Numeric	Must be '1'.
<u>Pell Institution Number of Reporting Institution</u> . Provided on the Statement of Account and Item 1 (Section I) on the Institutional Payment Summary.	2-7	6	Numeric	Must be a valid Pell Institution Number for a participating Independent or Central Campus the Pell Grant institution file.
<u>Entity Number of Reporting Institution</u> . Provided on the Statement of Account	8-19	12	Alphanumeric	Must be a valid Entity Number on a participating Independent or Central Campus on the Pell Grant institution file.
	20-25	6	Numeric	MMDDYY format. MM = 01 through 12; DD = 01 through 31; Valid Year > 88
	26	1	Blank	
	27-28	2	Numeric	Must be '89'.

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RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Institutional Official's Signature Indicator.</u> Value '1' means that each record has been certified by an authorized school official according to the Certification which appears on the Pell Grant Payment Document.	35	1	Numeric	Must be equal to '1'.  (See Pell Grant Payment Document Institutional Certification)
Filler	36-89	54	Blank	
<u>Financial Aid Service Number</u>	90-91	2	Numeric; or Blank	Must be BLANK or a valid numeric code representing the Financial Servicer that submits RDE batch for your institution. A letter listing valid Financial Aid Service Numbers has been sent under separate cover.
Filler	92-100	9	Blank	
B. In the <u>SAR Detail Record</u> , the following data are required:				
<u>Record Type.</u> <u>Constant of '2'</u>	1	1	Numeric	Must be '2'.

# INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>SAR Record ID*</u>. This ID consists of three fields defined in positions 2-14. Obtained from the Pell Grant Payment Document (Side 2) directly above the "MAKE NO MARKS IN THIS BOX" block, or from the Federal Student Aid <u>Applicant</u> tape. The identifier shown here must agree with the SAR accepted for payment by your institution.</p>				<p>Taken in combination, must uniquely identify a student on the Pell Grant eligible student file (from the Federal Student Aid Application Processing System).</p>
<p>Social Security Number as reported by the student on the <u>original</u> application to the Federal Student Aid Application Processing System; <u>not</u> the Student Aid Identification <u>Application</u> process</p>	2-10	9	Alphanumeric	<p>If SSN is not available on the original Application, a Federal Student Aid Identification Number is assigned by the Application Processing System and is retained in the official SAR Record ID for the remainder of the processing year.</p> <p>Position 2 - Numeric or dash '-'</p> <p>Positions 3-10 - Must be numeric</p>
<p>First 2 letters of name, as reported application to the Aid Application Process</p>	11-12	2	Alphanumeric	<p>May include blanks and special characters.</p>
<p>Transaction Number assigned by the Federal Application Process</p>	13-14	2	Numeric	<p>Must be numeric and greater than zero. Must be equal to the Transaction Number from the SAR accepted for payment by your institution</p>



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## RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Student Aid Index.* Obtained from the Pell Grant Payment Document (Side 2) directly above the "MAKE NO MARKS IN THIS BOX" block, or from the Federal Student Aid Applicant tape.	15-18	4	Numeric, Unsigned	Must be less than 2001. Use leading zeroes.
Pell Institution ID of Campus Attended (by student). This corresponds to Item 1 (Side 2) of the Pell Grant Payment Document. If the student attends branch campus of your central administrative office, this is the Pell Institution ID for the campus the student actually attends; in all other cases, the Institution ID of Campus Attended is the same six-digit number that appears on your Statement of Account and IPS (Item 1).	19-24	6	Numeric	Must be a valid Pell Institution ID. Must be a valid Pell Institution ID of an eligible branch campus of your school as listed on your school's Program Participation Agreement if not equal to the Pell Institution Number reported in the SAR Header Record (pos. 2-7).

\* See "Special Considerations Regarding Student Aid Index" (Enclosure 1 P. 26)

## RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Edit Criteria</u>	<u>Validation Criteria</u>
<u>Academic Calendar.</u> This corresponds to Item 2 (Side 2) of the Pell Grant Payment Document. This is the type of academic term which your institution uses for the student. These data determine which calculation we apply to establish a reasonable ceiling on payments.	25	1	Numeric	Must be equal to '1', '2', '3', '4', or '5'.
				Must be the code that applies to the student's academic term, as shown below:
			<u>Code</u>	<u>Academic Calendar</u>
	1			Institution does NOT use standard academic terms; but does measure academic progress by <u>credit hours</u> or <u>units</u> .
	2			Institution uses standard <u>quarters</u> and measures academic progress by <u>credit hours</u> .
	3			Institution uses standard <u>semesters</u> and measures academic progress by <u>credit hours</u> .
	4			Institution uses standard <u>trimesters</u> and measures

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RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p>Filler</p> <p>Lost of Attendance. This corresponds to Item 3B (Side 2) of the Pell Grant Payment Document. This figure must be calculated by your school for each student following the Pell Grant</p>	26	1	Blank	<p>Must be consistent with data corresponding to Item 5 (Side 2) of the Pell Grant Payment Document. Schools with standard academic terms (Academic Calendar codes 2, 3, 4) must report Enrollment Status as described in position 33 and must leave Hours Expected to Complete (positions 34-37) and Hours In School Academic Year (positions 38-41) BLANK. Schools with Academic Calendar code 1 or 5 must report Credit/Clock hours as described for positions 34-41 and must leave Enrollment Status (position 33) BLANK.</p>
	27-31	5	Numeric, Unsigned	Reserved for Pell Grant use.
				Dollars only. Must equal or exceed minimum cost of attendance in Pell Grant Payment Schedule. Use leading zeros.

## RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria																
<p><u>Verification Status Code.</u> This corresponds to Item 4 (Side 2) of the Pell Grant Payment Document. This code indicates the verification method under which you made payment to the student as defined in the <u>Pell Grant Verification Handbook: 1988-89.</u></p> <p>You must enter the appropriate code for each data detail record. If a student was <u>not</u> selected for verification by the Federal Student Aid Application Processing System, but <u>was</u> selected for verification by your institution, you enter the code that reflects the verification method</p>	32	1	Alpha	<p>Must be equal to 'N', 'A', 'W', 'T', 'C', 'R', or 'S'. CANNOT BLANK. Must be the code that indicates the verification method under which you made payment, as shown below:</p> <table><tr><th>Verification Method</th><th>Code</th></tr><tr><td>Not Selected</td><td>N</td></tr><tr><td>Accurate Data</td><td>A</td></tr><tr><td>Without Documentation</td><td>W</td></tr><tr><td>Tolerance Applied</td><td>T</td></tr><tr><td>Calculated</td><td>C</td></tr><tr><td>Reprocessed</td><td>R</td></tr><tr><td>Selected; not verified</td><td>S</td></tr></table>	Verification Method	Code	Not Selected	N	Accurate Data	A	Without Documentation	W	Tolerance Applied	T	Calculated	C	Reprocessed	R	Selected; not verified	S
Verification Method	Code																			
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Accurate Data	A																			
Without Documentation	W																			
Tolerance Applied	T																			
Calculated	C																			
Reprocessed	R																			
Selected; not verified	S																			

If the student was selected for verification by the Federal Student Aid Application Processing System, you must not report 'N'. If the transaction number is 01, i.e., an original application, you must not report 'R' for Reprocessed.

If a student provides you with a reprocessed SAR (i.e. transaction number higher than 01), after the verification process has been completed, and the reprocessed SAR is not a result of verification, enter the code used previously.

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RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria												
<u>Enrollment Status (Term Based Schools Only)</u> . This corresponds to Item 5A (Side 2) of the Pell Grant Payment Document. Institutions which use quarter, semester, trimester, or other standard academic terms and which measure academic progress by credit hours must provide the code that applies to the student's enrollment status at the time the SAR Data record is generated.	33	1	Numeric; or Blank	Must be equal to '1', '2', '3', or '4' where Academic Calendar (position 25) is equal to '2', '3', or '4'. Must be the code that applies to the student's enrollment status, as shown below:												
				<table><tr><th><u>Enrollment Status</u></th><th><u>Code</u></th></tr><tr><td>Full-time</td><td>1</td></tr><tr><td>1/2 time</td><td>2</td></tr><tr><td>3/4 time</td><td>3</td></tr><tr><td>OTHER</td><td>4</td></tr><tr><td colspan="2">(mixed status or part-time student attending additional terms)</td></tr></table>	<u>Enrollment Status</u>	<u>Code</u>	Full-time	1	1/2 time	2	3/4 time	3	OTHER	4	(mixed status or part-time student attending additional terms)	
<u>Enrollment Status</u>	<u>Code</u>															
Full-time	1															
1/2 time	2															
3/4 time	3															
OTHER	4															
(mixed status or part-time student attending additional terms)																

OTHER applies in two cases:

- The student's enrollment status is different from one term to another; or
- A part-time student attends more terms than the standard academic year, e.g., all four quarters of both semesters plus the summer term.

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RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p>Hours Expected to Complete in all Payment Periods This Award Year (Clock-Hour; Non-standard Term Credit Hour Schools Only). This corresponds to Item 5B (Side of the Ball Grant Payment Document.</p>	34-37	4	Numeric, Unsigned; or Blank	<p>Must be BLANK where Academic Calendar (position 25) is equal to '1' or '5'. Any data supplied here will cause an assumption to be applied.</p> <p>Must be equal to the number of credit or clock hours you expect the student to complete in all payment periods in the 1988-89 award year where Academic Calendar (position 25) is equal to '1', or '5'. Use leading zeros.</p> <p>Range: 0000-0100 (Academic Calendar of '1') 0000-3120 (Academic Calendar of '5')</p> <p>Example: If the student is expected to complete 300 clock hours in payment period 1 and 350 clock hours in payment period 2, you report 0650 in positions 34-37.</p>
				Must be BLANK where Academic

1988-89  
RECIPIENT DATA EXCHANGE  
INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria										
<u>Enrollment Status (Term Based Schools Only)</u> . This corresponds to Item 5A (Side 2) of the Pell Grant Payment Document. Institutions which use quarter, semester, trimester, or other standard academic terms and which measure academic progress by credit hours must provide the code that applies to the student's enrollment status at the time the SAR Data record is generated.	33	1	Numeric; or Blank	Must be equal to '1', '2', '3', or '4' where Academic Calendar (position 25) is equal to '2', '3', or '4'. Must be the code that applies to the student's enrollment status, as shown below:										
				<table><tr><th>Enrollment Status</th><th>Code</th></tr><tr><td>Full-time</td><td>1</td></tr><tr><td>1/2 time</td><td>2</td></tr><tr><td>3/4 time</td><td>3</td></tr><tr><td>OTHER</td><td>4</td></tr></table> (mixed status or part-time student attending additional terms)	Enrollment Status	Code	Full-time	1	1/2 time	2	3/4 time	3	OTHER	4
Enrollment Status	Code													
Full-time	1													
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3/4 time	3													
OTHER	4													
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1988-89

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Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>Hours Expected to Complete in all Payment Periods This Award Year (Clock-Hour; Non-standard Term Credit Hour Schools Only).</u> This corresponds to Item 5B (Side 2) of the Pell Grant Payment Document. Institutions which do NOT use standard academic terms and which measure academic progress by credit hours or units, AND institutions which measure academic progress by clock hours, must provide the number of hours the student is expected to complete in all payment periods in this award year.</p>	34-37	4	Numeric, Unsigned; or Blank	<p>Must be BLANK where Academic Calendar (position 25) is equal to '1' or '5'. Any data supplied will cause an assumption to be applied.</p> <p>Must be equal to the number of credit or clock hours you expect the student to complete in all payment periods in the 1988-89 award year where Academic Calendar (position 25) is equal to '1' or '5'. Use leading zeros.</p> <p>Range: 0000-0100 (Academic Calendar 0000-3120 (Academic Calendar</p> <p>Example: If the student is expected to complete 300 clock hours in payment period 1 and 350 clock hours in payment period 2, you report 300350 in positions 34-37.</p>
				Must be BLANK where Academic



1988-89  
RECIPIENT DATA EXCHANGE  
INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Edit Criteria</u>	<u>Validation Criteria</u>
Hours in School Academic Year (Clock-Hour, Non-standard Term Credit Hour Schools Only). This corresponds to Item 5C (Side 2) of the Pell Grant Payment Document. Institutions which do NOT use standard academic terms and which measure academic progress by credit hours or units, AND institutions which measure academic progress by clock hours, must provide the hours in the school academic year.	38-41	4	Numeric, Unsigned; or Blank	Must be equal to the number of credit or clock hours in your school academic year where Academic Calendar (position 25) is equal to '1' or '2'. Use leading zeros. Range: 0024-0100 (Academic Calendar of '1) 0900-3120 (Academic Calendar of '5)
Amount Paid to Date. This corresponds to Item 6 (Side 2) of the Pell Grant Payment Document. This is the dollar amount already paid to the student to date.	42-45	4	Numeric, Unsigned	Must be BLANK where Academic Calendar (position 25) is equal to '2', '3', or '4'. Any data supplied here is ignored in processing.  Dollars only. Use leading zeros. Range: 0000-2200.
Adjustment to Amount Paid Code. This corresponds to Item 6 (Side 2) of the Pell Grant Payment Document. The code indicates a restoration of funds to	46	1	Alpha; or Blank	Must be equal to 'R' or BLANK.  For Recovery (R), a. the record must be an update

## RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source

Positions

Length

Edit Criteria

Validation Criteria

- with the same reporting and attended campuses (position 80 is equal to 'U'); and
- b. the total payment amount (i.e., the sum of the amounts in positions 42-45 and 47-50) must be less than the amount previously reported to, and accepted by, the Pell Grant Program.

For all other cases, leave this field BLANK.

Numeric,  
Unsigned

4

47-50

Dollars only. Use leading zeros.  
Range: 0000-2200.

Total payment (sum of Amount Paid To Date + Remaining Amount To Be Paid), i.e., Expected Disbursement must not exceed the Scheduled Pell Grant.

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1988-89

RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p>Hours in School Academic Year (Clock-Hour, Non-standard Term Credit Hour Schools Only). This corresponds to Item 5C (Side 2) of the Pell Grant Payment Document. Institutions which do NOT use standard academic terms and which measure academic progress by credit hours or units, AND institutions which measure academic progress by clock hours, must provide the hours in the school academic year.</p>	38-41	4	Numeric, Unsigned; or Blank	<p>Must be equal to the number of or clock hours in your school academic year where Academic (position 25) is equal to '1', Use leading zeros.</p> <p>Range: 0024-0100 (Academic Calendar 0900-3120 (Academic Calendar</p> <p>Must be BLANK where Academic Calendar (position 25) is equal to '2', '3', or '4'. Any data here is ignored in processing</p>
<p>Amount Paid to Date. This corresponds to Item 6 (Side 2) of the Pell Grant Payment Document. This is the dollar amount already paid to the student to date.</p>	42-45	4	Numeric, Unsigned	<p>Dollars only. Use leading zeros. Range: 0000-2200.</p>
<p>Adjustment to Amount Paid Code. This corresponds to Item 6 (Side 2) of the Pell Grant Payment Document. The code indicates a restoration of funds to the Pell Grant account at your school of</p>	46	1	Alpha; or Blank	<p>Must be equal to 'R' or BLANK</p> <p>For Recovery (R), a. the record must be an update transaction for a student</p>

## Description/Source

Positions	Length
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
18	1
19	1
20	1
21	1
22	1
23	1
24	1
25	1
26	1
27	1
28	1
29	1
30	1
31	1
32	1
33	1
34	1
35	1
36	1
37	1
38	1
39	1
40	1
41	1
42	1
43	1
44	1
45	1
46	1
47	1
48	1
49	1
50	1
51	1
52	1
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77	1
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80	1
81	1
82	1
83	1
84	1
85	1
86	1
87	1
88	1
89	1
90	1
91	1
92	1
93	1
94	1
95	1
96	1
97	1
98	1
99	1
100	1

### Edit Criteria

Validation Criteria

b. with the same reporting attended campuses (position is equal to 'U'); and the total payment amount the sum of the amounts positions 42-45 and 47- be less than the amount previously reported to, accepted by, the Pell G Program.

For all other cases, leave  
field BLANK.

Remaining Amount to be Paid. This corresponds to Item 7 (Side 2) of the Pell Grant Payment Document. This is the dollar amount that is still due the student.

**Note:** The sum of Amount Paid to Date and Remaining Amount To Be Paid must be the student's Expected Disbursement (as of the date the SAR Data record is generated).

Numeric,  
Unsigned

47-50

A

Dollars only. Use leading  
Range: 0000-2200.

Total payment (sum of Amount  
Date + Remaining Amount To  
i.e., Expected Disbursement  
exceed the Scheduled Pell G

1988-89

RECIPIENT DATA EXCHANGE

A RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

<u>Positions</u>	<u>Length</u>	<u>Edit Criteria</u>	<u>Validation Criteria</u>
------------------	---------------	----------------------	----------------------------

			If Academic Calendar (Position 25) is '2', '3', or '4', the Expected Disbursement must not exceed the appropriate value for the reported combination of Student Aid Index and Cost of Attendance as shown on the Pell Grant Payment Schedule for full-time students, or the appropriate Disbursement schedule for part-time students.
--	--	--	---

1. The student's full-time course of study is less than a full academic year in length; or

2. The student is enrolled for less than a full academic year (e.g., second semester only); or

3. The student is enrolled on less than a full-time basis.

RECIPIENT DATA EXCHANGE  
 INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

scription/Source	Positions	Length	Edit Criteria	Validation Criteria
			<p>If Academic Calendar (Position 25) is '1' or '5', the Expected Disbursement must not exceed the appropriate value for the reported combination of Student Aid Index and Cost of Attendance, pro-rated according to the number of hours in the School Academic Year that the student is expected to complete, i.e. Expected Disbursement = (Scheduled Pell Grant times Hours Expected to Complete in All Payment Periods), divided by Hours in School Academic Year.</p> <p>If the result above exceeds the Scheduled Pell Grant, the Expected Disbursement must be set to the Scheduled Pell Grant.</p>	

1988-89  
RECIPIENT DATA EXCHANGE  
INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<u>Number of Remaining Payment Months.</u> This corresponds to Item 8 (Side 2) of the Pell Grant Payment Document. This is the number of months in which you will make any remaining payments to the student.	51-52	2	Numeric, Unsigned	Range: 00 through 12. Zero corresponds to "No Further Payments - Student Paid in Full." Use leading zeros. Do not include the number of months corresponding to the payments you have already made, i.e., months you paid the student for the amount included in positions 42-45 above.
Filler	53	1	Blank	Reserved for Pell Grant use.
<u>Months in which Remaining Payments will be Made.</u> This corresponds to Item 8 (Side 2) of the Pell Grant Payment Document. These codes indicate the month(s) in which you will make any remaining payments to the student.	54-65	12	Numeric; or Blank	Must be BLANK or the last digit of the calendar year in which you make these future payment(s). numeric, must be equal to '8'. BLANK indicates you will make payment in that month to the student.
Data Record Position corresponding to months as follows:				

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria	
				<u>Position</u>	<u>Subsequent Month</u>
				54	July
				55	August
				56	September
				57	October
				58	November
				59	December
				60	January
				61	February
				62	March
				63	April
				64	May
				65	June

Example: An '8' in August (position 55) indicates a future payment for summer school during summer 1988 (i.e., at the beginning of award year 1988-89); a '9' indicates a future payment for summer school during summer 1989 (i.e., at the end of the award year 1988-89). An '8' (i.e., calendar year 88) is not valid for January through June.



1988-89

RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p>Verification Worksheet Completed. This corresponds to Item 4 (Side 2) of the Pell Grant Payment Document. It pertains to those applicants selected for verification either by the Federal Student Aid Application Processing System or your institution and for whom the verification Worksheet generated by the Federal Application System (or a copy of same) was completed.</p>	66	1	Alpha; or Blank	<p>The value reported in "Number of Remaining Payment Months" (positions 51-52) must be consistent with the number of non-blank Remaining Months flags (positions 54-65).</p> <p>Acceptable value is "Y" for completed and BLANK for <u>not</u> completed. Blank is assumed for any reported value other than 'Y'. Once 'Y' is reported for a given transaction, 'Y' will be assumed throughout the processing year.</p>
<p>State Enrolled (in this Award Year). This corresponds to Item 9 (Side 2) of the Pell Grant Payment Document.</p>	67-70	4	Numeric; or Blank	<p>MMYY format. MM = 01 through 12; YY = 88 or 89.</p>

1988-89

## RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>Institution Student ID/SSN Cross-Reference.</u> This is an <u>optional</u> field. If a student's actual Social Security Number or Student ID is different in your institution files from the one reported in the official SAR Record ID, your school Social Security Number or Student ID can be supplied in this field.</p> <p>Reporting of this field, however, in no way relieves the student of the responsibility of correcting an erroneous Social Security Number in the Federal Student Aid Application Processing System.</p>	71-79	9	None	<p>Date should not be less than 0788 unless the student's course overlapped two award periods, e.g., summer school students. If the student is expected to complete a payment period which is considered to be within the 1988-89 award year, but occurs in two award years, this date is the first day of enrollment within the 1988-89 award year and may be less than 0788.</p> <p>None. This field can contain any cross-reference information useful to your institution in identifying student records internally. It will be reported back on the Pell Grant Processed Payment Data tapes and RD reports. It is <del>not</del> retained in Pell Grant files, and is not used for identification purposes in Pell Grant student processing.</p>

1988-89

RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
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<p>Action Code. Code to indicate the type of record.</p>	80	1	Alpha; or Blank	Must be 'U' or BLANK.
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For Update records (U), the record should match an existing record in Pell Grant files on the following identifiers:

- Pell Institution Number of Reporting Institution (positions 2-7 in the Header record);
- SAR Record ID (positions 2-14 in the Detail record);
- Student Aid Index (positions 15-18 in the Detail record);
- Pell Institution ID of Campus Attended (positions 19-24 in Detail record).

For all other cases, leave this field blank.

# INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Script/Source	Positions	Length	Edit Criteria	Validation Criteria
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## Examples:

Student A attends branch 2 of reporting campus 1 in the fall semester and branch 3 in the spring semester. Position 80 should be blank on the first submission of the student's data for branch 3, even though the branch 2 record exists in Pell Grant files.

Student B attends reporting campus 4. After the student's data is reported and retained in Pell Grant files, the student brings in a revised SAR which is accepted for payment. Position 80 should be blank on the first submission of the student's data for the revised SAR even though the first record exists in Pell Grant files. (The revised SAR will carry a different Transaction Number on Side 2 above the "MAKE NO MARKS IN THIS BOX" block.)

1988-89

## RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

n/Source	Positions	Length	Edit Criteria	Validation Criteria
				Student C attends branch 6 of reporting campus 5. The data record submitted for the student contained blanks for Pell Institution ID of Campus Attended. Position 80 should be blank when the data record is resubmitted for campus 6 because the previous record is <u>not</u> retained in Pell Grant files.
				Student D attends reporting campus 7. The data record submitted for the student contained a SAR Record ID and/or Student Aid Index which did not match the corresponding fields of a record on the Pell Grant eligible student file. Position 80 should be blank when the data record is resubmitted for student D because the previous record is <u>not</u> retained in the Pell Grant files.
				Student E attends reporting campus 8. After the student's data is reported and retained in Pell Grant

# RECIPIENT DATA EXCHANGE

## INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Position/Source	Positions	Length	Edit Criteria	Validation Criteria
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Used SAI Category. This onds to Item 10 (Side 2) of the ant Payment Document. This code es the use of the secondary SAI essing or the reason for an ent to a student's SAI by your al Aid Administrator as defined Guide to Changes for the 1988-89 V Delivery System.	81	1	Numeric; or Blank	Must be BLANK if no SAI adjustment was made by your FAA for this student or must be equal to '1', '2', '3', '4', '5', or '6'. If reported, must be the code that best describes the SAI adjustment which has been made, as shown below:														
				<table><tr><th>FAA Adjusted SAI Reason</th><th>Category</th></tr><tr><td>Parental Contribution</td><td>1</td></tr><tr><td>Formula Adjustment</td><td>2</td></tr><tr><td>Product</td><td>3</td></tr><tr><td>Projected Year Data</td><td>4</td></tr><tr><td>Data Element Change</td><td>5</td></tr><tr><td>Secondary SAI Used</td><td>6</td></tr></table>	FAA Adjusted SAI Reason	Category	Parental Contribution	1	Formula Adjustment	2	Product	3	Projected Year Data	4	Data Element Change	5	Secondary SAI Used	6
FAA Adjusted SAI Reason	Category																	
Parental Contribution	1																	
Formula Adjustment	2																	
Product	3																	
Projected Year Data	4																	
Data Element Change	5																	
Secondary SAI Used	6																	

If you enter '6', you are requesting that we use the secondary SAI as reported in the Federal Student Aid Application Processing System. Do not enter a value in positions 82-85.

82-85	4	Numeric; or Blank	If no adjustment to the student's SAI has been made by your Financial Aid Administrator (FAA Adjusted SAI Category = BLANK) or the secondary SAI has been used (FAA Adjusted SAI
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1988-89

RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Source	Positions	Length	Edit Criteria	Validation Criteria
				Student C attends branch 6 of reporting campus 5. The data record submitted for the student contained blanks for Pell Institution ID of Campus Attended. Position 80 should be blank when the data record is resubmitted for campus 6 because the previous record is <u>not</u> retained in Pell Grant files.
				Student D attends reporting campus 7. The data record submitted for the student contained a SAR Record ID and/or Student Aid Index which did not match the corresponding fields of a record on the Pell Grant eligible student file. Position 80 should be blank when the data record is resubmitted for student D because the previous record is <u>not</u> retained in the Pell Grant files.
				Student E attends reporting campus 8. After the student's data is reported and retained in Pell Grant

# INSTITUTION SAR DATA RECORD FORMATS. DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
<p><u>FAA Adjusted SAI Category.</u> This corresponds to Item 10 (Side 2) of the Pell Grant Payment Document. This code indicates the use of the secondary SAI in processing or the reason for an adjustment to a student's SAI by your Financial Aid Administrator as defined in the <u>Guide to Changes for the 1988-89 Title IV Delivery System.</u></p>	81	1	Numeric; or Blank	Must be BLANK if no SAI adjustment was made by your FAA for this student or must be equal to '1', '2', '3', '4', '5', or '6'. If reported, must be the code that describes the SAI adjustment which has been made, as shown below:
				<p>FAA Adjusted SAI Reason Category</p> <p>Parental Contribution 1</p> <p>Formula Adjustment 2</p> <p>Product 3</p> <p>Projected Year Data 4</p> <p>Data Element Change 5</p> <p>Secondary SAI Used 6</p>
				<p>If you enter '6', you are requesting that we use the secondary SAI as reported in the Federal Student Aid Application Processing System. Do <u>not</u> enter a value in positions 82-85.</p>
<p><u>FAA Adjusted SAI.</u> This corresponds to Item 10 (Side 2) of the Pell Grant Payment Document.</p>	82-85	4	Numeric; or Blank	<p>If no adjustment to the student's SAI has been made by your Financial Aid Administrator (FAA Adjusted SAI Category = BLANK) or the secondary SAI has been used (FAA Adjusted SAI Category = '6') for processing, then</p>



1988-89  
RECIPIENT DATA EXCHANGE  
INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
C. In the <u>SAR Trailer Record</u> , the following data are required:				
<u>Record Type</u> . Constant of '3'	1	1	Numeric	Must be '3'.
<u>Number of Institution SAR Data Records</u> <u>submitted on this tape, i.e., SAR</u> <u>Detail (type 2) records.</u> This corresponds to Item 13 (Section II) of the Institutional Payment Summary.	2-7	6	Numeric, Unsigned	Should equal the number of SAR Payment Document detail records by the Pell Grant computer program. Use leading zeros.
<u>Amount Paid to Date on Institution SAR</u> <u>Data Records submitted on this tape.</u> This corresponds to Item 14 (Section II) of the Institutional Payment Summary.	8-16	9	Numeric, Unsigned	Dollars only. Should equal dollar amount accumulated by Pell Grant computer program. Amount Paid to Date (position 42-45) for the SAR Detail record the tape. Use leading zeros.
<u>Total Payments To Date to all Pell</u> <u>Recipients per school records.</u> Represents the total cumulative amount paid to date to all Pell recipients according to your institution's records. This corresponds	17-25	9	Numeric, Unsigned	Dollars only. Use leading zeros. This field is no longer optional.

RECIPIENT DATA EXCHANGE

INSTITUTION SAR DATA RECORD FORMATS, DATA EDITING AND VALIDATION CRITERIA

Description/Source	Positions	Length	Edit Criteria	Validation Criteria
Financial Aid Administrator Name. This corresponds to Item 18 (Section II) of the Institutional Payment Summary.	26-55	30	Alpha	Enter first and last name of the Financial Aid Administrator at your institution. May include blanks and special characters.
FAA Telephone Number. This corresponds to Item 20 (Section II) of the Institutional Payment Summary.	56-65	10	Numeric	Positions 56-58 must be area code and positions 59-65, the remainder of the Financial Aid Administrator telephone number (without a dash).
Filler	66-100	35	Blank	

SPECIAL CONSIDERATIONS REGARDING THE SAR RECORD ID,  
STUDENT AID INDEX AND TRANSACTION NUMBER

\*\*\*\*\* WARNING \*\*\*\*\*

YOU MUST USE THE SAR RECORD ID AND STUDENT AID INDEX EXACTLY AS PRINTED ON THE PELL GRANT PAYMENT DOCUMENT DIRECTLY ABOVE THE "MAKE NO MARKS IN THIS BOX" BLOCK, OR FROM THE FEDERAL STUDENT AID APPLICANT TAPES, IN POSITIONS 2-18 OF THE DATA DETAIL RECORD. FAILURE TO DO SO WILL CAUSE THE RECORD TO BE REJECTED. WE WILL NOT RETAIN THESE RECORDS IN PELL GRANT DISBURSEMENT SYSTEM FILES.

\*\*\*\*\*

SAR Record ID appears on the Pell Grant Payment Document (Side 2) of the "MAKE NO MARKS IN THIS BOX" block, and in the Federal Student Aid Roster Data tapes. This identifier uniquely ties student award to a particular physical document and to the application processing transaction from which the document was generated. YOU SHOULD RETAIN THE THIRTEEN CHARACTER SAR RECORD ID AS GENERATED BY THE FEDERAL STUDENT AID TRANSACTION PROCESSING SYSTEM FOR EACH STUDENT IN YOUR PELL GRANT RECORD FILE.

to student name or Social Security Number made through-  
ing year DO NOT AFFECT THE SSN AND NAME FIELDS OF THE SAR REC  
changes are automatically detected in Pell Grant recipient pr  
the corresponding SAR data record is submitted on a Recipie  
e tape. For the majority of students, the SSN and name fields  
cord ID are identical to the information printed for student n  
Security on the front of the Payment Document (and on Parts 1  
1 and 4 respectively). Where changes in SSN or name occur,  
d Federal Student Aid Identification Number is replaced by a  
y Number, the SSN and/or name fields of the SAR Record ID will  
e information shown in the other locations.

Social Security Number and/or name information appearing on Pa  
R are incorrect or the SAR Record ID on the back is non-uniq  
t must submit corrections, or a new application, to the Federal  
plication Processing System. The Federal Student Aid Applicant  
tapes (both Abbreviated data and Full data) contain the  
signed Federal Student Aid Identification Number and name code,  
current SSN/assigned Federal Student Aid Identification Number  
t name as reported to the Federal Student Aid Application Pr

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stitutions recalculate the Student Aid Index (SAI) as a result  
r ED-required) verification of applicant data. If the change  
y) is such that reprocessing through the Federal Stud  
ation Processing System is not required, the institution makes  
he existing Payment Document (or eligible applicant record). R  
calculated (but not reprocessed) SAI on Recipient Data Exchange  
r, causes the transaction to be rejected since the transaction  
AI reported are inconsistent with the corresponding fields  
le record for the student in the Pell Grant Disbursement Syst  
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tudents with multiple, eligible transactions, you must rep  
ction accepted for payment (i.e., a valid SAR as defined in  
regulations) to the Program. In some cases, this may not be  
eligible record for the student. If the SAR Record ID (origina  
ter original name, transaction number) and SAI you report on  
record are equal to the SAR Record ID and SAI on the Pell Grant  
nt (or the Federal Student Aid Applicant Roster Data tape)  
le transaction you accepted for payment, the record will  
ed by the Recipient Data Exchange edits on record identifier  
f a more recent (higher transaction number) eligible record ex  
udent.

to student name or Social Security Number made through-  
ing year DO NOT AFFECT THE SSN AND NAME FIELDS OF THE SAR REC  
changes are automatically detected in Pell Grant recipient pr  
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e tape. For the majority of students, the SSN and name fields  
ord ID are identical to the information printed for student  
Security on the front of the Payment Document (and on Parts  
1 and 4 respectively). Where changes in SSN or name occur,  
d Federal Student Aid Identification Number is replaced by a  
y Number, the SSN and/or name fields of the SAR Record ID will  
e information shown in the other locations.

Social Security Number and/or name information appearing on Pa  
R are incorrect or the SAR Record ID on the back is non-unic  
must submit corrections, or a new application, to the Federal  
lication Processing System. The Federal Student Aid Applicant  
apes (both Abbreviated data and Full data) contain the  
igned Federal Student Aid Identification Number and name code,  
current SSN/assigned Federal Student Aid Identification Number  
name as reported to the Federal Student Aid Application Pr

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stitutions recalculate the Student Aid Index (SAI) as a result  
r ED-required) verification of applicant data. If the change  
y) is such that reprocessing through the Federal Stud  
tion Processing System is not required, the institution makes  
e existing Payment Document (or eligible applicant record). R  
lculated (but not reprocessed) SAI on Recipient Data Exchange  
, causes the transaction to be rejected since the transactio  
I reported are inconsistent with the corresponding fields  
e record for the student in the Pell Grant Disbursement Sys  
such errors, your institution should retain the transaction nu  
erated by the Federal Student Aid Application Processing System  
ase, in addition to the SAI you calculate. On your SAR data ta  
port the transaction number and corresponding SAI, as generate  
Student Aid Application Processing System, for the SAR data r  
epted in Recipient Data Exchange processing. You must not en  
d SAI or your secondary SAI in the Student Aid Index (positions

students with multiple, eligible transactions, you must rep  
tion accepted for payment (i.e., a valid SAR as defined in  
regulations) to the Program. In some cases, this may not be  
eligible record for the student. If the SAR Record ID (original  
er original name, transaction number) and SAI you report on  
record are equal to the SAR Record ID and SAI on the Pell Grant  
t (or the Federal Student Aid Applicant Roster Data tape)  
le transaction you accepted for payment, the record will  
ed by the Recipient Data Exchange edits on record identifier  
f a more recent (higher transaction number) eligible record ex  
udent.



ENCLOSURE 2

Grant Processed Payment Data Record Format and Edit/Comment Codes  
and  
Student Payment Summary Data Record Format

Participants who submit Institution SAR Data records on tape select the format to use in returning the processed individual student record output from our processing of the tape. Your choices are:

Grant Processed Payment Data Tape ONLY; or  
Hardcopy OMR Processed Payment Documents ONLY; or  
Both tape and hardcopy.

For Grant Processed Payment Data Tape output, described in Enclosure 2, the format is information equivalent to the hardcopy Processed Payment Document. It includes data elements, edit and assumption comments, and payment data checks. The format also supports the automated reconciliation of amounts presented on your IPS Batch Report.

When we receive a more recent (higher transaction number) record for a student, if we detect a more recent (higher transaction number) record in the Pell Grant eligible student file as of the date we process Institution SAR Data records, your Processed Payment Data Tape includes data elements from that more recent applicant record. Hardcopy Processed Payment Documents, however, include this data only when both tape and hardcopy are requested.

For the best tape output, your Processed Payment Data Tape contains a record for each student (student) record on your Institution SAR Data Tape, as well as a record for any hardcopy student documents you submit with the Student Payment Summary (IPS). If you submit an IPS with only hardcopy documents (i.e., no tape), you receive only hardcopy Processed Payment Documents back.

Record Status Code (position 80 in the Processed Payment Data) designates whether your input record was rejected, accepted with assumptions, duplicated data already accepted in Pell Grant files, accepted as you reported. Records we reject are of two types: (1) those which we retain in Pell Grant Disbursement System files, and which you may receive through an update on a subsequent submission, and (2) those which we do not retain in Pell Grant Disbursement System files.

There are only four cases where we report a record back on your Payment Data Tape, but do not retain that record in our files:

- a duplicate of an already accepted record from your institution;
- a record with a SAR Record ID and/or Student Aid Index which does not match the corresponding fields of any record on the Pell Grant Disbursement System student file;
- a record with an invalid Pell Institution ID of Campus Attending Institution; your campus is a reporting office for a branch campus system and the branch campus has a unique Pell ID;
- a record which specifies a non-existent or ineligible secondary institution which has an ineligible FAA Adjusted SAI.

You must resubmit records rejected for any of the above four edit error codes on a new record. Please note that such errors delay posting of these records to the files we will use to determine your 1988-89 funding requirements. We will substantially increase the edit error resolution/correction and reporting activities you must perform if you fail to adhere to the RDE requirements.

Recipient Data Exchange Transmittal Form (Enclosure 4) must accompany your Institution SAR Data Record tape. It includes a block to designate the output you wish to receive from your submission. After we process your Institution SAR Data Tape and IPS (if submitted), we send you:

Page 1. An Institutional Payment Summary to use for your next submission and one copy of your IPS Batch Report.



Package 2. Your Institution SAR Data Tape, RDE processing report requested for the submission your Processed Payment (with a copy of your IPS Batch Report). We print the name and volume-serial of your Processed Payment Data your IPS Batch Report.

Package 3. If you request hardcopy Processed Payment Documents these as Package 3. We also include a copy of your Report.

Do not generate a hardcopy Processed Payment Document for input if due to errors on SAR Record ID or SAI. We do report these Processed Payment Data Tape if you request tape output. The identified in the Recipient Data Exchange Error Report (CDS.64.F) Co-Eligible Applicant File Match Discrepancy Report (CDS.64.F) Package 2 above.

record format for the Student Payment Summary Data Tape periodically, or upon your request, is nearly identical to the Student Data Tape. We include the differences in these tapes at Enclosure 2.

1988-89

## RECIPIENT DATA EXCHANGE

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Record Type</u>	1	1	Numeric	Constant '2'.
<u>SAR Record ID.</u> This ID consists of the three fields defined in positions 2-14 in the SAR Data Record Format. This corresponds to the SAR Record ID printed directly above the "MAKE NO MARKS IN THIS BOX" block (Side 2) of the Processed Payment Document.				Taken in combination, a valid SAR Record ID uniquely identifies a student on the Pell Grant eligible student file (from the Federal Student Aid Application Processing System). If the SAR Record ID provided on the Institution SAR Data record cannot be matched during RDE processing, no hardcopy Processed Payment Document is generated.
a. Social Security Number	2-10	9	Numeric	Social Security Number, as reported on the Institution SAR Data record.
b. Name Code	11-12	2	Alpha	First two letters of student's last name, as reported on the Institution SAR Data record.
c. Transaction Number	13-14	2	Numeric	Transaction Number, as reported on the Institution SAR Data record.
Student Aid Index. This corresponds to the SAR printed directly	15-18	4	Numeric	SAI, as reported on the Institution SAR Data record. If the SAI provided

# RECIPIENT DATA EXCHANGE

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
Pell Institution ID of Campus Attended (by student). This corresponds to Item 1 (Side 2) of the Processed Payment Document.	19-24	6	Numeric; or Blank	Pell Institution ID assigned to the campus the student is attending. If omitted or in error on the Institution SAR Data record, field will contain: Pell Institution Number of Reporting Campus (for Independent campuses); or BLANK (for Central campuses with participating branches).
Academic Calendar. This corresponds to Item 2 (Side 2) of the Processed Payment Document.	25	1	Numeric	If omitted or in error on the Institution SAR Data record, the following will be <u>used</u> (in the order shown):  Academic Calendar already in Pell Grant files for Campus Attended (if the Campus Attended is different than the Reporting Campus);  Academic Calendar on the IPS, if supplied with <u>this</u> submission;  Academic Calendar already in Pell Grant files for the Reporting Campus.  If the Academic Calendar cannot be obtained from the above alternate

1988-89

# RECIPIENT DATA EXCHANGE

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

### Description/Source

Filler	Positions	Length	Type	Remarks
Cost of Attendance. This corresponds to Item 3B (Side 2) of the Processed Payment Document.	26	1	Blank	Unused.
Verification Status Code. This corresponds to Item 4 (Side 2) of the Processed Payment Document.	27-31	5	Numeric	If omitted or in error on the Institution SAR Data record, 03700 will be <u>assumed</u> .
	32	1	Alpha	If omitted or in error on the Institution SAR Data record, one of the following will be <u>assumed</u> :  N - Not selected (if student was not selected for verification by the Federal Student Aid Application Processing System);  W - Without documentation (if student was selected for verification by the Federal Student Aid Application Processing System).
Enrollment Status (Term Based Schools Only). This corresponds to Item 5A (Side 2) of the Processed Payment Document.	33	1	Numeric; or Blank	If omitted and Academic Calendar (position 25) is equal to '2', '3', or '4', or is in error on the Institution SAR Data record, one of the following will be <u>assumed</u> :

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## RECIPIENT DATA EXCHANGE

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Hours Expected to Complete in all Payment Periods This Award Year (Clock-Hour; Non-standard Term Credit Hour Schools Only).</u> This corresponds to Item 5B (Side 2) of the Processed Payment Document.	34-37	4	Numeric; or Blank	If omitted and Academic Calendar (position 25) is equal to '1' or '5', or is in error on the Institution SAR Data record, one of the following will be assumed (the order shown):  Hours in School Academic Year if this SAR detail record;  Hours in School Academic Year already in Pell Grant files for Campus Attended (if the Campus Attended is different than the Reporting Campus);  Hours in School Academic Year of IPS, if supplied with <u>this</u> submission;  Hours in School Academic Year already in Pell Grant files for Reporting Campus.  If Hours Expected to Complete in Payment Periods cannot be obtained,

1988-89  
RECIPIENT DATA EXCHANGE  
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<p>Hours in School Academic Year (Clock-Hour; Non-standard Term Credit Hour Schools Only). This corresponds to Item 5C (Side 2) of the Processed Payment Document.</p>	38-41	4	<p>Numeric; or Blank</p>	<p>If omitted and Academic Calendar (position 25) is equal to '1' or '5', or is in error on the Institution SAR Data record, one of the following will be <u>used</u> (in the order shown):</p> <p>Hours in School Academic Year already in Pell Grant files for the Campus Attended (if the Campus Attended is different than the Reporting Campus);</p> <p>Hours in School Academic Year on the IPS, if supplied with <u>this</u> submission;</p> <p>Hours in School Academic Year already in Pell Grant files for the Reporting Campus.</p> <p>If Hours in School Academic Year cannot be obtained from the above alternate sources, the following will be <u>assumed</u>:</p>

Description/Source	Positions	Length	Type	Remarks
<p><u>Amount Paid to Date.</u> This corresponds to Item 6 (Side 2) of the Processed Payment Document.</p>	42-45	4	Numeric	If omitted or in error on the Institution SAR Data record, the amount assumed as a result of Pell Grant edits appears here. (See Enclosure 2 P. 24 for the description of assumptions on payment amounts.)
<p><u>Adjustment to Amount Paid Code.</u> This corresponds to Item 6, 'Recovery' box (Side 2) of the Processed Payment Document.</p>	46	1	Alpha; or Blank	Will be blank unless the institution indicated 'R' (for recovery) and the total payment amount (sum of Amount Paid to Date and Remaining Amount to be Paid) on the Institution SAR Data record update transaction is lower than the total payment amount previously accepted for the student under the same SAR Record ID and the same Reporting/Attended campus.
<p><u>Remaining Amount to be Paid.</u> This corresponds to Item 7 (Side 2) of the Processed Payment Document.</p>	47-50	4	Numeric	If omitted or in error on the Institution SAR Data record, the amount assumed as a result of Pell Grant edits appears here. (See Enclosure 2 P. 24 for the description of assumptions on payment amounts.)
<p><u>Number of Remaining Payment Months.</u> This corresponds to Item 8 (Side 2) of the Processed Payment Document.</p>	51-52	2	Numeric	If omitted or in error on the Institution SAR Data record, the Number of Months assumed is equal to the number of remaining payments indicated by

1988-89  
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

cription/Source	Positions	Length	Type	Remarks
ler	53	1	Blank	Unused.
ths in which Remaining Payments l be Made. This corresponds to m 8 (Side 2) of the Processed ment Document.	54-65	12	Numeric; or Blank	Blank indicates that no remaining payment is to be made that month. If non-blank but in error on the Institution SAR Data record, the following will be assumed:
	54 July			Assumption dependent
	55 August			upon the date given
	56 September			in Ending Date of
	57 October			Period Covered by
	58 November			Report which accom-
	59 December			panied the SAR tape.
	60 January			Assumption will be
	61 February			the last digit of the
	62 March			calendar year in which
	63 April			you will make these
	64 May			future payments, i.e.,
	65 June			for the 1988-89 award year, the assumption will be '9'.



PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
For July through December, the assumptions are:				
	Ending Date of Period		Assume 8	Assume 9
070188-083188	July, Aug, Sept, Oct. Nov, Dec			-----
090188-093088	Aug, Sept. Oct, Nov, Dec			July
100188-103188	Sept, Oct. Nov, Dec			July, Aug
110188-113088	Oct, Nov, Dec			July, Aug, Sept
120188-123188	Nov, Dec			July, Aug, Sept, Oct
010189-013189	Dec			July, Aug, Sept, Oct, Nov

1988-89  
RECIPIENT DATA EXCHANGE  
I PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Descr:</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Verifi</u> This c (Side Docume	66 box,	1	Alpha; or Blank	If in error on the Institution S Data record, one of the following will be assumed:  Blank - Verification Worksheet n Completed.  'Y' - Verification Worksheet Completed if reported on prior submission for thi student, at the same Reporting/Attended Campu
<u>Date Enrolled (in this Award Year)</u> This corresponds to Item 9 (Side 2) of the Processed Payment Document.	67-70	4	Numeric	If omitted or in error on the Institution SAR Data record, the Month and Year from the Ending D of Period Covered by Report whic accompanied the SAR tape.
<u>Institution Student ID/SSN</u> <u>Cross-Reference</u>	71-79	9	Alphanumeric	Institution Student ID/SSN Cross reference, as reported on the Institution SAR Data record, if
<u>Record Status Code.</u> This corresponds	80	1	Alpha	Code designating results of Pell

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
				R - Rejected; record <u>not</u> retained in Pell Grant files.
				E - Rejected with errors; record retained in Pell Grant files.
				A - Accepted with assumptions; record retained in Pell Grant files.
				D - Duplicate of previously accepted data; this <u>duplicate</u> record not retained in Pell Grant files.
				I - Accepted as reported by the institution; record retained in Pell Grant files.
FAA Adjusted SAI Category. This corresponds to Item 10 (Side 2) of the Processed Payment Document.	81	1	Numeric; or Blank	Blank indicates that no SAI adjustment has been made. If non-blank, category indicates that the secondary SAI was used or provides a reason for the SAI adjustment.
FAA Adjusted SAI. This corresponds to Item 10 (Side 2) of the Processed Payment Document.	82-85	4	Numeric; or Blank	Blank indicates that no SAI adjustment has been made or the secondary SAI was used.

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RECIPIENT DATA EXCHANGE  
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Reporting Campus</u> . This corresponds to Item 1 on the Institutional Payment Summary, and to positions 2-7 of the Institution SAR Data Header Record.	101-106	6	Numeric	Pell Institution Number of Reporting Campus.
<u>Batch Number</u> . This corresponds to the Batch Number shown on the IPS Batch Report.	107-114	8	Numeric	Batch number assigned in Pell Grant processing for this submission.
<u>Document Type</u>	115	1	Alpha	Designates the data source for the detail record: T = Tape Blank = OMR Payment Document/ Processed Payment Document
<u>Segment Number</u>	116-117	2	Numeric	Value assigned during Pell Grant processing to a particular student record (segment).
<u>Process Date</u>	118-123	6	Numeric	Date this record was processed by the Pell Grant Disbursement System (MMDDYY).
<u>Multiple Record Flag</u>	124	1	Alpha	M - More than one record (segment).

RECIPIENT DATA EXCHANGE  
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Amount Disallowed Due to Errors/Assumptions</u>	125-128	4	Numeric	Amount disallowed by Pell Grant edits, if any. (The amount here used in conjunction with the code position 80 to reconcile this batch). Amount is zero if no disallowance applies.
<u>Amount of Net Accepted Change</u>	129-132	4	Numeric	The net change to the student's award as a result of this record, accepted by Pell Grant edits. (The amount here is used to reconcile this batch).
<u>Adjustment Sign</u>	133	1	Alphanumeric	Amount is zero if the record is a duplicate or did not affect the student's payments.  Type of Net Accepted Change. Decrease is -; Increase or zero change is +.
<u>Previous Accepted Expected Disbursement</u>	134-137	4	Numeric	Zeros if transaction is not an update to an existing record.
<u>Previous Cost of Attendance</u>	138-142	5	Numeric; or Blank	Blank if transaction is not an update to an existing record.

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RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Previous Hours in School Academic Year</u>	148-151	4	Numeric; or Blank	Blank if transaction is no update to an existing record
<u>Previous Accepted SAI</u>	152-155	4	Numeric; or Blank	Blank if transaction is no update to an existing record
<u>Edit/Comment Codes</u>	156-215	60	Alphanumeric	Up to thirty (30) two-digit indicating the results of processing. See Enclosure 2 p. 22.
<u>Reported Pell Institution ID of Campus Attended (by student)</u>	216-221	6	Alphanumeric	As reported on the Institution Data record if in error; If reported data is accepted.
<u>Reported Academic Calendar</u>	222	1	Alphanumeric	As reported on the Institution Data record if in error; If reported data is accepted
<u>Reported Cost of Attendance</u>	223-227	5	Alphanumeric	As reported on the Institution Data record if in error; If reported data is accepted
<u>Reported Verification Status Code</u>	228	1	Alphanumeric	As reported on the Institution Data record if in error; If reported data is accepted

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## RECIPIENT DATA EXCHANGE

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Subscription/Source	Positions	Length	Type	Remarks
<u>Reported Hours Expected to Complete in All Payment Periods This Award Year</u>	230-233	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Hours in School Academic Year</u>	234-237	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Amount Paid to Date</u>	238-241	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Adjustment to Amount Paid Code</u>	242	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Remaining Amount to be Paid</u>	243-246	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Number of Remaining Payment Months</u>	247-248	2	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Reported Months in which</u>	249-260	12	Alphanumeric	As reported on the Institution SAR

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## RECIPIENT DATA EXCHANGE

## PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

<u>Description/Source</u>	<u>Positions</u>	<u>Length</u>	<u>Type</u>	<u>Remarks</u>
<u>Reported FAA Adjusted SAI</u>	262-265	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
<u>Current Social Security Number</u>	266-274	9	Alphanumeric	Social Security Number, as altered by the student through the Federal Student Aid Application Processing System, for the Transaction Number reported on the Institution SAR Data record. This field is equal to the original SSN (positions 2-10) if the student has not changed SSN in the Application Processing System. Blank indicates this record could not be matched during RDE processing on SAR Record ID and/or SAI.
<u>Student Name</u>	275-300	26	Alphanumeric	Full student name as it appears for the Transaction Number reported on the Institution SAR Data record.
				Last Name - 275-290
				First Name - 291-299
				Middle Initial - 300
				Blank indicates this record could



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RECIPIENT DATA EXCHANGE

PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<p><u>Blank if no eligible record with a higher Transaction Number exists for the student as of the date we process your Institution SAR Data record. The five fields below are also blank if this record could not be matched during RDE processing on SAR Record ID and/or SAI.</u></p>	Transaction Number	301-302	Numeric; or Blank	<p>Transaction Number, as sequentially assigned by the Federal Student Aid Application Processing System. Range: 02 - 99.</p> <p>Example: If a student has three transactions on the Pell Grant eligible student file (e.g., 02, 03, 05) as of the date your Institution SAR Data record is processed, the data from Transaction Number 05 appears here if you report transaction 02 or 03. If you report Transaction Number 05, positions 301-314 are BLANK.</p>

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RECIPIENT DATA EXCHANGE  
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Option/Source	Positions	Length	Type	Remarks
Institution Verification Selection Indicator	308	1	Alphanumeric	Designates whether the student was selected by the Federal Student Aid Application Processing System for institutional verification as of the Transaction Number specified in positions 301-302.
Process Date for This Application Transaction	309-314	6	Numeric; or Blank	* = Selected for verification Blank = Not selected for verification Date this Transaction Number (and the corresponding Student Aid Report) was processed by the Federal Student Aid Application Processing System. YY = 88 or 89; MM = 01 through 12; DD = 01 through 31.
<u>d Date Enrolled This Year</u>	315-318	4	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.
Verification Worksheet	319	1	Alphanumeric	As reported on the Institution SAR Data record if in error; Blank if reported data is accepted.

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RECIPIENT DATA EXCHANGE  
PELL GRANT PROCESSED PAYMENT DATA RECORD FORMAT AND EDIT/COMMENT CODES

Description/Source	Positions	Length	Type	Remarks
<u>Segment Status (for Student Summary Data Record)</u>	320	1	Alpha; or Blank	For Student Payment Summary Data records, indicates whether the record on our files is active or inactive.  A - Active Segment I - Inactive Segment  For Processed Payment Data records, the Segment Status will be blank.

EDIT/~~COMMENT~~ CODES

ORIGINAL SOCIAL SECURITY NUMBER INVALID OR NO-MATCH

NAME CODE NO-MATCH

TRANSACTION NUMBER INVALID OR NO-MATCH

STUDENT AID INDEX INVALID OR NO-MATCH

PELL INSTITUTION NUMBER OF CAMPUS ATTENDED INVALID - ASSUMPTION

PELL INSTITUTION NUMBER OF CAMPUS ATTENDED INVALID - RECORD REJE

ACADEMIC CALENDAR INVALID - DEFAULT OR ASSUMPTION APPLIED

COST OF ATTENDANCE INVALID - ASSUMPTION APPLIED

VERIFICATION STATUS CODE INVALID - ASSUMPTION APPLIED

ENROLLMENT STATUS INVALID - ASSUMPTION APPLIED

ENROLLMENT STATUS NOT APPLICABLE - DATA IGNORED

HOURS EXPECTED TO COMPLETE IN ALL PAYMENT PERIODS INVALID - A  
APPLIED

HOURS EXPECTED TO COMPLETE IN ALL PAYMENT PERIODS NOT APPLICAB  
IGNORED

HOURS IN SCHOOL ACADEMIC YEAR INVALID - DEFAULT OR ASSUMPTION AP

HOURS IN SCHOOL ACADEMIC YEAR NOT APPLICABLE - DATA IGNORED

AMOUNT PAID TO DATE INVALID - ASSUMPTION APPLIED

ADJUSTMENT CODE INVALID - NO RECOVERY APPLICABLE

ADJUSTMENT CODE INVALID - RECOVERY APPLICABLE

REMAINING AMOUNT TO BE PAID INVALID - ASSUMPTION APPLIED

NUMBER OF MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE I  
ASSUMPTION APPLIED

NUMBER OF MONTHS INCONSISTENT WITH REMAINING AMOUNT TO BE PAID  
STUDENT PAID IN FULL

MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE INVALID - A  
APPLIED

23 MONTHS IN WHICH REMAINING PAYMENTS WILL BE MADE INCO  
REMAINING AMOUNT TO BE PAID - ASSUMED STUDENT PAID IN FULL

24 DATE ENROLLED INVALID

25 VERIFICATION WORKSHEET COMPLETED CODE INVALID - ASSUMPTION

26 30% VERIFICATION LIMIT ASSUMPTION APPLIED

27 FAA ADJUSTED SAI CATEGORY INVALID - ASSUMPTION APPLIED

28 FAA ADJUSTED SAI INVALID - ASSUMPTION APPLIED

29 FAA ADJUSTED SAI OR SECONDARY SAI INVALID - RECORD REJECTED

30 FAA ADJUSTED SAI AND CATEGORY INCONSISTENT - FAA ADJUSTED S

31- Not currently assigned  
98

99 END OF EDIT/COMMENT CODES

DESCRIPTION OF ASSUMPTIONS ON  
PAYMENT AMOUNTS

1. We calculate the  
Reported Expected Disbursement =

Reported Amount Paid to Date (Item 6 on Payment Document)  
Reported Remaining Amount to be Paid (Item 7 on Payment Document)

Note: If Amount Paid to Date and/or Remaining Amount to be Paid is blank or non-numeric on an Institution SAR Data record, determine if the incoming record corresponds (segment) already in Pell Grant files from the Reporting/Attended Campus.

- a) If not, we assume zero (0) for the non-reported field(s).
- b) If so, we use the accepted/assumed value(s) already in Pell Grant files for the student at the same Reporting/Attended Campus for the non-reported field(s).

2. We use the SAI from the specified transaction, and the accepted Cost of Attendance to obtain the Scheduled Pell Grant from the Payment Schedule.

3. We calculate the Expected Disbursement Ceiling =

- a) Standard term institutions - For part-time students only
- Scheduled Pell Grant X .5, rounded (if half-time)  
Scheduled Pell Grant X .75, rounded (if three-quarter time)

Note: If the Payment Schedule is based on linear reduction, must use the Half-Time and Three-Quarter Time Schedules.

- b) Clock hour and non-standard term credit hour institutions where assumed Hours Expected to Complete in Periods This Award Year < assumed Hours in School Academic Year

(Scheduled Pell Grant X assumed Hours Expected to Complete in Periods This Award Year /  
Assumed Hours in School Academic Year

To avoid complications in results due to choice of denominator, the calculation must be as shown (i.e., multiply, then divide).

Note: At a standard term school, we use the Scheduled Pell Grant (from the Full-time Payment Schedule) as the Expected Disbursement Ceiling for students with an enrollment status of Other.

At a clock hour or non-standard term credit hour school, we the Scheduled Pell Grant (from the Full-time Payment Schedule) as the Expected Disbursement Ceiling for students where Hours Expected to Complete in all Payment Periods This Award equals or exceeds the Hours in School Academic Year.

Reported Expected Disbursement must be less than or equal to Expected Disbursement Ceiling we calculate to be valid. If it is not (assume) amounts as follows.

Our Reported Amount Paid to Date is less than our Expected Disbursement Ceiling:

We accept Amount Paid to Date as you reported.

We subtract the Expected Disbursement Ceiling from your Reported Expected Disbursement, giving the Excess amount.

We subtract the Excess from your Reported Remaining Amount to be Paid and accept (assume) the difference as the Remaining Amount to be Paid.

We disallow the Excess amount with an assumption comment.

Our Reported Amount Paid to Date is equal to our Expected Disbursement Ceiling:

We accept Amount Paid to Date as you reported.

We accept (assume) zero for the Remaining Amount to be Paid.

We disallow your Reported Remaining Amount to be Paid as Excess with an assumption comment.

Our Reported Amount Paid to Date is greater than our Expected Disbursement Ceiling:

We accept (assume) the Expected Disbursement Ceiling for Amount Paid to Date.

We accept (assume) zero for the Remaining Amount to be Paid.

We subtract the Expected Disbursement Ceiling from your Reported Expected Disbursement, giving Excess amount.

We disallow the Excess amount with an assumption comment.

ples:

ent is attending a standard term semester school; student's SAI is  
of Attendance is \$1600. The student's Scheduled Pell Grant is \$9  
ent is attending three-quarter time. The student's Expected Disb  
the award year is \$675 (for attendance in both terms at this SAI,  
ndance and Enrollment Status).

	<u>Example 1</u>	<u>2</u>	<u>3</u>	<u>4</u>	
ou report					
Amount Paid to Date	\$338	\$675	\$500	\$675	\$
Remaining Amount to by Paid	\$337	\$ 0	\$250	\$125	\$
cept (assume)					
Amount Paid to Date	\$338	\$675	\$500	\$675	\$
Remaining Amount to be Paid	\$337	\$ 0	\$175	\$ 0	\$
Disallow	\$ 0	\$ 0	\$ 75	\$125	\$

should note that we apply the amount disallowed, if any, to  
nt to be Paid first. We only reduce the Amount Paid to Date yo  
it exceeds our Expected Disbursement Ceiling.



SPECIAL INFORMATION FOR RDE INSTITUTIONS

We send a hardcopy Student Payment Summary (SPS) to all institutions. If you normally receive your Processed Payment Data on tape, or you received your Student Validation Roster on tape, then you should receive a copy of your SPS on tape also. This tape will be identical to that of your Processed Payment Summary previously discussed in this enclosure, except for the following data fields:

<u>Title of Data Field</u>	<u>Positions</u>
Institution Student ID/SSN Cross-reference	71 - 79
Previous Accepted Expected Disbursement	134 - 137
Previous Cost of Attendance	138 - 142
Previous Enrollment Status	143
Previous Hours Expected to Complete	144 - 147
Previous Hours in School Academic Year	148 - 151
Previous Accepted SAI	152 - 155
Reported Pell Institution ID of Campus Attended	216 - 221
Reported Academic Calendar	222
Reported Cost of Attendance	223 - 227
Reported Validation Status Code	228
Reported Enrollment Status	229
Reported Hours Expected to Complete	230 - 233
Reported Hours in School Academic Year	234 - 237
Reported Amount Paid to Date	238 - 241
Reported Adjustments to Amount Paid Code	242
Reported Remaining Amount to be Paid	243 - 246
Reported Number of Remaining Payment Months	247 - 248
Reported Months in which Remaining Payments will be Made	249 - 250
Reported FAA Adjusted SAI Category	251
Reported FAA Adjusted SAI	252 - 255

These positions on your SPS Data Tape are left blank.

If you receive a tape SPS and need only the paper copy, or if you receive a paper copy and would like a tape of your SPS as well, contact the Data Exchange (RDE) specialist at the following address for request:

RDE Specialist  
Pell Grant Program  
P.O. Box 1400  
Merrifield, VA 22116-1400



ENCLOSURE 3

Physical Specifications for Recipient Data Exchange Data Records

ure 3 provides the physical specifications for Recipient Data

Part A describes the requirements to which your Institution

input must conform. Part B describes the physical characteri

se for the Processed Payment Data Tape output (described in E

Part C describes the external label required for the Institution

Tape.

## PHYSICAL SPECIFICATIONS FOR RECIPIENT DATA EXCHANGE DATA

### A. Input (from your Institution to the Pell Grant Disbursement System)

1. Beginning with the 1988-89 Award Year, every Institutional Data Record Tape must conform to the following specifications:

Code	EBCDIC
Tracks	9
Density	800, 1600, or 6250 BPI
Characters per Record	100
Blocking Factor	80
Internal Labels	IBM-Compatible Standard
Data Set Name	CDS.YRy.RDESAR.Vnnnnnn y = last digit of end award year; nnnnn = last five digits of your Pell Grant Number

Your hardware must be capable of generating Institutional Data Record Tapes which conform to the physical and labeling specifications listed above. If you cannot send tapes with IBM-compatible standard internal labels, you should provide IBM-compatible data tapes. Tapes with internal labels that are not IBM-compatible may be unprocessable.

Multiple data sets may be included on a single tape volume, one data set per each batch submitted. The tape volume submitted must have IBM-compatible standard CDS tape labels in addition to the characteristics described above. The maximum number of data sets you can submit on a tape is one hundred (100).

### 2. Back-up Data

You should retain a back-up copy of each tape you submit to the Pell Grant Disbursement System. This expedites submission of a corrected tape if your original submission is unprocessable.

### B. Output (from the Pell Grant Disbursement System to your Institution)

The Processed Payment Data Tape, or Student Payment Data Tape, we generate from processing of your Institution's Pell Grant records conforms to the following specifications:

Code	EBCDIC
Tracks	9
Density	1600 BPI
Characters per Record	320
Blocking Factor	20
Internal Labels	IBM-Compatible Standard OS/V
Data Set Name	CDS.YRy.PELnnnnn.#bbbbbbb wh y = last digit of ending yea award year; nnnnn = last fiv digits of your Pell Institut Number; bbbbbbb = last seven digits of the Batch Number w assigned to your input on Processed Payment Data Tapes

OR

For Student Payment Summary  
Tapes, CDS.YRy.PELnnnnn.YTD  
y = last digit of ending yea  
award year; nnnnn = last fiv  
digits of your Pell Institut  
Number.

If you have any questions about your system's capabilities to meet the above requirements, please contact a representative of your services group or your hardware manufacturer.

#### External Tape Labels

The input tape must be externally labeled with a properly completed facsimile of the label shown below. The volume-serial number must also appear on the strap attached to the tape reel and must match with the volume-serial number on the external and internal labels. If it is a labeled tape. The information on your external label must be identical to the corresponding information on your Transmittal Form (Enclosure 4), as well as your tape's internal labels, if any. For example, the tape volume-serial, which appears on the external label, the Transmittal Form, and your dump of internal labels, must be the same in each of these locations.

#### Sample External Label for Institution SAR Data Record Tape

##### PELL GRANT RECIPIENT DATA EXCHANGE

INST. NAME:	_____
PELL INST. NO.:	_____
TRANSMITTAL DATE:	_____
VOLUME-SERIAL:	_____
DSN:	_____
DENSITY:	_____ LABELS: _____ YES _____ NO



ENCLOSURE 4

Recipient Data Exchange Transmittal Form and Check List

Recipient Data Exchange submission to the Pell Grant Program must include:

Institution SAR Data Record Tape which must conform to the specifications given in Enclosure 1, and which must be externally labeled as shown in Enclosure 3.

Completed Institutional Payment Summary if you are submitting both Institution SAR Data Tape and hardcopy student documents for the same institution.

Recipient Data Exchange Transmittal Form (Enclosure 4). You must designate the type(s) of output you want from your submission in Item 1 of each Transmittal Form you send. You should keep a copy of the Transmittal Form for your records.

Label of your tape which shows the:

Internal tape labels (if any),

Data header record,

First ten data detail records, and

Data trailer record.

The Institution's Financial Aid Administrator and Recipient Data Exchange should review your submission package before mailing to verify that the submission conforms to the Recipient Data Exchange specifications, and that information which appears in more than one location is repeated consistently.

Include a Recipient Data Exchange Submission Check List on the back of the Transmittal Form to assist you in accurately preparing your package. If you do not include a required item, or if the information is inaccurate, we will return your tape and the related documents to you for correction. After your review of the Check List and your submission package, and if the information is accurate and consistent, you mail your submission to the address on the back of the Transmittal Form.





A  
B  
P

**PELL GRANT PROGRAM  
RECIPIENT DATA EXCHANGE TRANSMITTAL FORM**

Year: 19\_\_ - \_\_

Inst. No.: \_\_\_\_\_

Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Media: \_\_\_\_\_ Tape Only (IPS optional) \_\_\_\_\_ Tape and hardcopy student documents (IPS)

Approximate date of period covered (Item 16 from accompanying IPS, if any): \_\_\_\_\_

Number of Tape Data Detail Records: \_\_\_\_\_

Number of hardcopy student documents with this submission, if any: \_\_\_\_\_

Characteristics:

Block Size = 8000 Code = EBCDIC

Internal Labels (check one):

800 BPI \_\_\_\_\_ IBM-Compatible Standard OS/VS

1600 BPI \_\_\_\_\_ Other; Specify

6250 BPI \_\_\_\_\_ None (unlabeled); \_\_\_\_\_ 1,NL \_\_\_\_\_ 2,NL

Record Length (check one): \_\_\_\_\_ 80 \_\_\_\_\_ 100 (1988)

Volume Serial: \_\_\_\_\_ (Must be identical to external/internal label)

Set Name: \_\_\_\_\_

the Data Set Name regardless of whether the tape has internal labels or the tape is unlabeled.

Data Set Name must be in the format CDS.YRy.RDESAR.Vnnnnn where nnnnn = last five

of the Institution Number and y = Ending Year of the Award Year.

Medium for student records (check one):

\_\_\_\_\_ Tape Only (T)

\_\_\_\_\_ Processed Payment Documents Only (hardcopy) (HC)

\_\_\_\_\_ Tape and Processed Payment Documents (B)

\_\_\_\_\_ Responsible for accompanying

\_\_\_\_\_ data

Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

15. Authorized Recipient Data Exchange

Contact

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Notes: Your data will not be processed without a copy of this form (properly completed with original signatures), and a dump which shows (a) the internal tape labels (if any), (b) the header record, (c) the first ten data detail records, and (d) the data trailer record. Institutional Payment Summary (with original signatures) if submitting both a data and hardcopy documents. Hardcopy student documents included with your submission must be properly completed.

If your submission does not include hardcopy student documents, you need not submit an Institutional Payment Summary (IPS).

Recipient Data Exchange submissions

at to:

Program

1400

, Virginia 22116-1400

Recipient Data Exchange

*CERTIFICATION - I certify that I have examined the student data, and all information is true and correct to the best of my knowledge. I understand that if I knowingly make any misleading statements on this report, I am subject to a fine of \$10,000, imprisonment for up to 5 years, or both, under the provisions of the United States Criminal Code (Including 18*

## RECIPIENT DATA EXCHANGE SUBMISSION CHECK LIST

Instructions:

Use this check list to verify that you have included each item required for Data Exchange submission.

- \_\_\_\_\_ 1. Externally labeled Institution SAR Data Record Tape
- \_\_\_\_\_ 2. Institutional Payment Summary - properly completed and signed information on both a data tape and hardcopy documents
- \_\_\_\_\_ 3. Transmittal Form (properly completed and signed)
- \_\_\_\_\_ 4. Dump of tape which shows the:
  - \_\_\_\_\_ a. Internal tape labels, if any
  - \_\_\_\_\_ b. Data header record
  - \_\_\_\_\_ c. First ten data detail records
  - \_\_\_\_\_ d. Data trailer record

ENCLOSURE 5

**Specifications for Reporting Recipient Data Changes**

re 5 summarizes the requirements for reporting changes to student  
you have previously reported (and which we retained). Enclosu  
the format you use for corrections or revisions to data you  
sly reported. You must supply all data fields defined in  
tion SAR Data Record Format, even for update records. The cha  
re 5 identifies whether you must supply revised data when ch  
when to report such changes, and the processing actions we tak  
pe of change.

## RECIPIENT DATA EXCHANGE

## SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

Pell Grant Program  
Processing If Reported

Reporting Required by  
Pell Grant Program

Data Change(s)

When to Report

1. Student supplies a revised Student Aid Report (SAR) which is valid for payment to your institution.

a. Student Aid Index (SAI) on revised SAR is different from the SAI on the SAR previously reported to the Pell Grant Program.

Yes, unless SAI increased. In the latter case, you may continue to pay on the previous SAR and you would not submit the revised SAR.

Next submission; no later than last submission for the award year (December 31, 1989).

We create an additional in the Pell Grant data base for the student. Note: The amount(s) for the transaction originally reported will be zero.

b. Student Aid Index on revised SAR is identical to the SAI on the SAR previously reported to the Pell Grant Program.

No. (However, if the student's revised SAR contains a corrected Social Security Number or Name, reporting is encouraged. Note that the Transaction Number of a revised SAR will be different than the Transaction Number of the SAR you previously reported.)

Optional.

Same as 1.a. above.

2. Change to Pell Institution ID of Campus Attended.

Next submission; no later than last submission.

We create an additional in the Pell Grant data base.

Data Change(s)	Reporting Required by Pell Grant Program	When to Report	Pell Grant Program Processing If Reported
3. Change to Academic Calendar.			
a. Credit hour (non-standard term) or Clock hour to Quarter, Semester, Trimester.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as l.a. above.
b. Quarter, Semester, Trimester to Credit hour (non-standard term) or Clock hour.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as l.a. above.
c. Credit hour (non-standard term) to Clock hour; or Clock hour to Credit hour (non-standard term).	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as l.a. above.
d. Quarter, Semester, Trimester to Quarter Semester, Trimester.	No	Optional.	New Academic Calendar replaces previous code in existing record.
4. Change to Cost of Attendance.			
a. Expected Disbursement at the revised cost is the same as the Expected Disbursement previously accepted/assumed.	No	Optional.	New Cost of Attendance, and previous cost, are retained in existing record.

# **RECIPIENT DATA EXCHANGE**

## **SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES**

<u>Data Change(s)</u>	<u>Reporting Required by Pell Grant Program</u>	<u>When to Report</u>	<u>Pell Grant Program Processing If Reported</u>
b. Expected Disbursement at the revised cost is less than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 4.a. above.
c. Expected Disbursement at the revised cost is higher than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 4.a. above.
<b>5. Change to Verification Status.</b>			
a. Verification status in Pell Grant files is other than W.	No	Optional.	New Verification Status Code replaces previous code in existing record.
b. Verification status in Pell Grant files is W.	Yes	When full documentation is received and verification is completed; no later than verification deadline date.	Same as 5.a. above. Note: 1 payment amount(s) for the student's record will be set zero after the end of the required reporting periods if has not been replaced with an

<u>Data Change(s)</u>	<u>Reporting Required by Pell Grant Program</u>	<u>When to Report</u>	<u>Pell Grant Program Processing If Reported</u>
Expected Disbursement at the revised status is less than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 6.a. above.
Expected Disbursement at the revised status is higher than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 6.a. above.
Change to Hours Expected to complete in all Payment Periods this Award Year (Clock hour; non-standard term credit hour schools only).	No	Optional.	New Hours Expected to Complete, and previous hours, are retained in existing record.
Expected Disbursement at the revised hours is the same as the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 7.a. above.

# RECIPIENT DATA EXCHANGE

## SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

Data Change(s)	Reporting Required by Pell Grant Program	When to Report	Pell Grant Program Processing If Reported
c. Expected Disbursement at the revised hours is higher than the Expected Disbursement previously accepted/assumed.	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 7.a. above.
8. Change to Hours in School Academic Year (Clock hour; non-standard term credit hour schools only).	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	Same as 7.a. above.
9. Change to student's Expected Disbursement (i.e., sum of Amount Paid to Date and Remaining Amount to be Paid).	Yes	Next submission; no later than last submission for the award year (December 31, 1989).	New Expected Disbursement, and previous Expected Disbursements are retained in existing record.
10. Change to Number of Remaining Payment Months, Months in which Remaining Payments will be Made.			
a. Number of Remaining Payment Months is <u>less</u> than originally reported; or Months in which Remaining Payments will be Made are <u>earlier</u> than originally reported.	No. (However, if such changes apply to a significant number of students, reporting is encouraged so that your funding is adjusted forward, and/or upward if necessary.	Optional.	New Number of Remaining Payment Months and/or Months in which Remaining Payments will be Made replaces previous data in existing record.



1988-89  
RECIPIENT DATA EXCHANGE  
SPECIFICATIONS FOR REPORTING RECIPIENT DATA CHANGES

<u>Data Change(s)</u>	<u>Reporting Required by Pell Grant Program</u>	<u>When to Report</u>	<u>Pell Grant Program Processing If Reported</u>
11. Change to Date Enrolled	No	Optional.	New Date Enrolled replaces previous date in existing record.
12. Change to Verification Worksheet Completed	No	Optional.	New Verification Worksheet Completed Code replaces previous data in existing record. Note: Once reported as 'y', the Verification Worksheet Completed remains 'y' for the duration of the processing year.
13. Change to FAA Adjusted SAI Category	No	Optional	New FAA Adjusted SAI Category replaces previous data in existing record.
14. Change to FAA Adjusted SAI	No However, if the student's Expected Disbursement changes, see (9) above.	Optional	New FAA Adjusted SAI, and previous SAI, are retained in existing record.



August 1933

ENCLOSURE 6

Page 1 of 7

**ENCLOSURE 6**

**Data Location Comparison Chart for the Payment Document,  
Institution SAR Data Records,  
Processed Payment Data Record, and Processed Payment Document**

ure 6 provides a cross-reference chart for your student so  
nts, and the student output documents you may elect to receive, to  
ution SAR Data Record Tape and Processed Payment Data Tape. Whe  
field appears on a document other than the OMR Payment Document  
ssed Payment Document, the chart indicates the form abbreviation  
sponding item number.

1988-89

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT DOCUMENT, INSTITUTION SAR DATA RECORD,  
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT DOCUMENT

Title	Payment Document Location	Institution SAR Data Record Location (Record Type 2)	PELL Grant		Hardcopy Processed Pa Document Loc
			Processed Payment Data Record Location	Processed Payment Data Record Location	
Record Type	--	1	1	1	--
SAR Record ID					
Original SSN	Directly above	2-10	2-10 As reported	2-10 As reported	Directly above
Original Name Code	"MAKE NO MARKS IN	11-12	11-12 As reported	11-12 As reported	NO MARKS IN TH
Transaction Number	THIS BOX" block (Side 2)	13-14	13-14 As reported	13-14 As reported	block (Side 2)
Student Aid Index	Directly above	15-18	15-18 As reported	15-18 As reported	Directly above
	"MAKE NO MARKS IN THIS BOX" block (Side 2); also beside "SAI" (Side 1)				NO MARKS IN TH block (Side 2) beside "SAI" (
Pell Institution ID of Campus Attended	Item 1 (Side 2)	19-24	19-24 As edited	19-24 As edited	Item 1 (Side 2)
Academic Calendar	Item 2 (Side 2)	25	25 As edited	25 As edited	Item 2 (Side 2)
Filler	--	26	26	26	--

RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT DOCUMENT, INSTITUTION SAR DATA RECORD,  
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT DOCUMENT

Title	Payment Document Location	Institution SAR Data Record Location (Record Type 2)	Pell Grant		Hardcopy
			Processed Payment Data Record Location	Processed Payment Document Location	
s Expected to Complete all Payment Periods This Year (Clock-Hour; Standard Term Credit Schools Only)	Item 5B (Side 2)	34-37	34-37 As edited	Item 5B (Side 2)	
s in School Academic (Clock-Hour; Non- Standard Term Credit Hour Schools Only)	Item 5C (Side 2)	38-41	38-41 As edited	Item 5C (Side 2)	
ent Paid to Date	Item 6 (Side 2)	42-45	42-45 As edited	Item 6 (Side 2)	
vestment to Amount Paid	Item 6 (Side 2)	46	46 As edited	Comments (Side 1)	
ining Amount to be	Item 7 (Side 2)	47-50	47-50 As edited	Item 7 (Side 2)	
er of <u>Remaining</u> Payment hs	Item 8 (Side 2)	51-52	51-52 As edited	Item 8 (Side 2)	
er	—	53	53	—	—
in which Remaining	Item 8 (Side 2)	54-65	54-65 As edited	Comments (Side 1)	

DATA LOCATION COMPARISON CHART FOR THE PAYMENT DOCUMENT, INSTITUTION SAR DATA RECORD, PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT DOCUMENT						
Title	Payment Document Location	Institution SAR Data Record Location (Record Type 2)	Pell Grant Processed Payment Data Record Location	Hardcopy Processed Payment Document Location		
Date Enrolled (in this Award Year)	Item 9 (Side 2)	67-70	67-70 As edited	Item 9 (Side 2)		
Institution Student ID/SSN Cross-Reference (Optional)	--	71-79	71-79 As reported	--		
Action Code	--	80	--	--		
Record Status Code	--	--	80	Comments (Side 1)		
FAA Adjusted SAI Category	Item 10 (Side 2)	81	81	Item 10 (Side 2)		
FAA Adjusted SAI	Item 10 (Side 2)	82-85	82-85	Item 10 (Side 2)		
Filler	--	86-100	86-100	--		
Reporting Campus	IPS Batch Report	--	101-106	IPS Batch Report		
Batch Number	--	--	107-114	Comments (Side 1) IPS Batch Report		
Document Type	--	--	115	Comments (Side 1)		
Segment Number	--	--	116-117	Within "MAKE MARKS IN THIS block (Side 2)		

1988-89

**RECIPIENT DATA EXCHANGE**

**DATA LOCATION COMPARISON CHART FOR THE PAYMENT DOCUMENT, INSTITUTION SAR DATA RECORD,  
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT DOCUMENT**

Title	Payment Document Location	Institution SAR Data Record Location (Record Type 2)	PELL Grant		Hardcopy Processed Payment Document Location
			Processed Payment Data Record Location		
Amount of Net Accepted Change	--	--	129-132		Comments (Side 1 totals to IPS Report (Item 6)
Adjustment Sign	--	--	133		Comments (Side totals to IPS Report (Item 6)
Previous Accepted Expected Disbursement	--	--	134-137		Comments (Side 1
Previous Cost of Attendance	--	--	138-142		Comments (Side 1
Previous Enrollment Status	--	--	143		Comments (Side 1
Previous Hours Expected to Complete in all Payment Periods This Award Year	--	--	144-147		Comments (Side 1
Previous Hours in School Academic Year	--	--	148-151		Comments (Side 1)
Previous Accepted SAI	--	--	152-155		Comments (Side 1
	--	--	156-215		Comments text

1988-89

## RECIPIENT DATA EXCHANGE

DATA LOCATION COMPARISON CHART FOR THE PAYMENT DOCUMENT, INSTITUTION SAR DATA RECORD,  
PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT DOCUMENT

<u>Title</u>	<u>Payment Document Location</u>	<u>Institution SAR Data Record Location (Record Type 2)</u>	<u>Pell Grant Processed Payment Data Record Location</u>	<u>Hardcopy Processed Document Location</u>
Reported Academic Calendar	--	25 As reported	222*	Comments (S)
Reported Cost of Attendance	--	27-31 As reported	223-227*	Comments (S)
Reported Verification Status Code	--	32 As reported	228*	Comments (S)
Reported Enrollment Status	--	33 As reported	229*	Comments (S)
Reported Hours Expected to Complete in all Payment Periods This Award Year	--	34-37 As reported	230-233*	Comments (S)
Reported Hours in School Academic Year	--	38-41 As reported	234-237*	Comments (S)
Reported Amount Paid to Date	--	42-45 As reported	238-241*	Comments (S)
Reported Adjustment to Amount Paid Code	--	46 As reported	242*	Comments (S)
Reported Remaining Amount to be Paid	--	47-50 As reported	243-246*	Comments (S)



DATA LOCATION COMPARISON CHART FOR THE PAYMENT DOCUMENT, INSTITUTION SAR DATA RECORD, PELL GRANT PROCESSED PAYMENT DATA RECORD, PROCESSED PAYMENT DOCUMENT				
Title	Payment Document Location	Institution SAR Data Record Location (Record Type 2)	Pell Grant Processed Payment Data Record Location	Hardcopy Processed Payment Document Location
Reported Months in which Remaining Payments will be Made	--	54-65 As reported	249-260*	Comments (Side 1)
Reported FAA Adjusted SAI Category	--	81 As reported	261*	Comments (Side 1)
Reported FAA Adjusted SAI	--	82-85 As reported	262-265*	Comments (Side 1)
Current Social Security Number	Beside "SSN" (Side 1)	--	266-274	Beside "SSN" (Side 1)
Student Name	Side 1	--	275-300	Side 1
Highest Eligible Record				--
Transaction Number	--	--	301-302	--
Student Aid Index	--	--	303-306	--
Filler	--	--	307	--
Institution Verification Selection Indicator	--	--	308	--
Process Date	--	--	309-314	--
Reported Date Enrolled This Award Year	--	67-70 As reported	315-318*	Comments (Side 1)
		66 As reported	319*	Comments (Side 1)



ENCLOSURE 7

Recipient Data Exchange/Applicant Roster Data Tape Comparison Chart

January 1988, we distributed the specifications for the 1988-89 Federal Student Aid Applicant Roster Data Tapes (P-88-2). These tapes are produced by the Federal Student Aid Application Processing System for schools which have requested this service.

If you are currently receiving either the Abbreviated or Full Data tape from the Federal Student Aid Application Processing System, you may elect to build your preliminary Pell Grant recipient data base by extracting data elements from the eligible records on these tapes.

The procedure accommodates eligible applicants who indicated poor attendance at your institution. For those eligible applicants attending your institution who do not appear on your Applicant Roster Data tape, you must manually enter the required data elements into your data base from the copy Student Aid Reports. Alternatively, you may have the student submit an SAR correction to the Federal Student Aid Application Processing System by verifying the name and address of your institution. The student (or parent/guardian, if applicable) must sign the certification on the SAR. After processing of this SAR correction, the student's data will appear on your Applicant Roster Data tape.

You must not submit Institution SAR Data records for ineligible Pell Grant applicants or students who do not actually attend classes. The Pell Grant regulations prohibit disbursements to such students. If you use the Applicant Roster Data tapes to build your preliminary Pell Grant recipient data base, you must be certain that:

1. the recipient data you submit to the Program as Institution SAR Data records accurately reflect the data that appeared on the SAR which the student submitted to your institution and on which you based payment.

2. the recipient data you submit to the Program as Institutional records do not include students who actually enroll and elsewhere.

During the award period, you post disbursements, recoveries, and to your Pell Grant recipient data base. Reporting of such changes Grant Program must conform to the specifications provided in Enclosure

1988-1989 RECIPIENT DATA EXCHANGE/APPLICANT ROSTER DATA TAPE  
COMPARISON CHART

Elements	Institution SAR Data Record	Applicant Roster Tape (Abbreviated) Data)	Applicant Roster (Full)
	Position(s)	Position(s)	Position(s)
Record Type 2	1		
Original Social Security Number	2-10	37-45	37-45
Original Name Code	11-12	46-47	46-47
Transaction Number	13-14	48-49	48-49
Student Aid Index	15-18	116-120	412-415
Pell Institution ID of Campus Attended	19-24		
Academic Calendar	25		
Not used - leave blank	26		
Cost of Attendance	27-31		
Verification Status Code *	32		
Enrollment Status (Term Based Schools Only); or	33		
Hours Expected to Complete in All Payment Periods in This Award Year (Clock-Hour; Non-standard Term Credit Hours Schools Only), and	34-37		
Hours in School Academic Year (Clock-Hour; Non-standard Term Credit Hour Schools Only)	38-41		

1988-1989 RECIPIENT DATA EXCHANGE/APPLICANT ROSTER DATA  
COMPARISON CHART

Data Elements	Institution SAR Data Record	Applicant Roster Tape (Abbreviated Data)
	Position(s)	Position(s)
12. Amount Paid to Date	42-45	
13. Adjustment to Amount Paid Code	46	
14. Remaining Amount to be Paid	47-50	
15. Number of Remaining Payment Months	51-52	
16. Not used - leave blank	53	
17. Months in which Remaining Payments will be Made	54-65	
18. Verification Worksheet Completed	66	
19. Date Enrolled in This Award Year (MMYY)	67-70	
20. Institution Student ID/SSN Cross-Reference	71-79	
21. Action Code	80	
22. FAA Adjusted SAI Category	81	
23. FAA Adjusted SAI	82-85	
24. Not used - leave blank	86-100	

Position 124 in the Abbreviated Data tape and position 4 Data tape will be blank if the student was not selected for by the Federal Student Aid Application Processing System Colleague" P-88-2 for definition of non-blank values.)

ENCLOSURE 8

Common Problems Encountered in Processing RDE Submissions

in RDE participation, along with the more frequent Project requirements for institutions funded at \$750,000 or more, and the opportunity for problems to occur during tape processing reduced the amount of time we can devote to special handling of institutional tapes. To help us give you the best possible service in processing your data, we urge you to review the common problems described in Enclosure 8 with your systems personnel. Further action is needed to prevent these problems from occurring with your submissions.

## COMMON PROBLEMS ENCOUNTERED IN PROCESSING RDE SUBMISSIONS

- Institution does not submit a complete RDE package.

Each of your RDE submissions must contain:

- (1) your Institution SAR Data Record Tape, extended (and consistent with internal labels, if any);
- (2) your completed Institutional Payment Summary with original signature, if you are submitting SAR data both on a data tape and on hardcopy documents;
- (3) your Recipient Data Exchange Transmittal Form completed correctly with consistent tape label information and appropriate official signatures; and
- (4) a dump of your tape which shows the:
  - (a) internal tape labels (if any),
  - (b) data header record,
  - (c) first ten data detail records, and
  - (d) data trailer record.

Your dump must contain character representation of SAR data. Processing of your tape may be delayed if you use hexadecimal representation.

- Institution uses Department of Education "W" tapes to submit SAR data.

We transmit Processed Payment Data and Student Payment Data on Department of Education (ED) owned tapes. The extended SAR data on these tapes all contain a volume serial number beginning with "W". We cannot accept these "W-tapes" into our foreign tape processing which we access your input tapes during processing. We require the external label volume-serial number in order to process SAR data. If the tape is internally labeled, we have to use special handling techniques. Each special step takes time away from the processing of your tape.

**NOTE:** The external label of all W-tapes you receive must return them to us within 30 days. Tapes are required to pay for each tape not returned within 30 days. Therefore, it is imperative that you comply with our instructions. Processed Payment Data (PDD) and Institutional Payment Summary (SPS) tapes should be returned to the mailing address you send your institution's Payment Data tapes (see Enclosure 4, P. 2). Non-compliance with these requirements is a termination in RDE participation.



August 1988

ENCLOSURE 8

Page 3 of 4

Two or more institutions submit tapes with the same volume-serial number simultaneously.

We experience this problem as a result of one institution submitting two tapes, each pertaining to a different award year, or when two more institutions submitting tapes with identical volume-serial numbers. Five institutions currently use the same volume-serial number (111111) to identify their tapes in each of their submissions throughout the year. Other commonly used volume-serials include 000000, PELLTP, and the calendar date on which the tape was created, such as 041588. At the Department's computer facility, each tape on-site must have a unique volume-serial. Therefore, we receive submissions simultaneously from two or more of these schools, all but the first submission received experience some delay in processing.

We recommend that, within the constraints of your computer operation, you utilize a number that is both identifiable with your institution and the award year of the data on the tape. Some institutions use a combination of their institution's initials and a sequential number, such as MNU901 where "9" indicates the ending year of the 1988 award year and "01" is the sequential tape submission for the award year. Another suggested numbering system is the use of an award year indicator with the Pell Institution Number, such as 918888. The "9" indicates the ending year of the 1988-89 award year and "18888" is the Pell Institution Number of the institution submitting the tape.

An institution submits a tape with inconsistent external/internal volume-serial number and/or data set name.

To process standard labeled tapes, we access the data using the volume-serial number and data set name cited on the external label and on the RDE Transmittal Form. This information should always be identical in both places. Our processing of your tapes STOPS if either or both of these two items in the internal label do not match. We must then determine what the internal label volume-serial number and data set name are in order to access the data on the tape and must utilize by-pass label access methods, which can permit another tape to be processed as yours.

**NOTE:** The proper data set name is CDS.YR9.RDESAR.Vnnnnnn for the 1988-89 award year, where nnnnn equals the last five digits of your Pell Institution Number. DO NOT deviate from this format. This identifies both the award year and your school as the originator.

- Institution submits a tape with the wrong award year 27-28 of the data header record.

The only valid entry for the 1988-89 award year processing of your tape STOPS if you use the wrong "Award Year" in the data header record. We may return correction and resubmission if the award year is inconsistent with your IPS and/or RDE Transmittal.

- Institution submits incorrect and/or incomplete RDE Forms.

Special handling is required when the information on your specifications used to generate the tape differ from those on your RDE Transmittal Form. Your Transmittal should present the information we need to access the data on your tape. You must enter the specifications used to generate the tape (e.g., labeled/unlabeled, blocking factor, etc.) correctly on your RDE Transmittal. All items must be completed. For labeled tapes, the data set name and the volume-serial number cited on the RDE Transmittal must match the data set name and volume-serial in the data set on the tape.

**NOTE:** Enclosure 4 of this letter provides a checklist that you should use to verify that you have included all required information including the Transmittal, required for your RDE submission.

ENCLOSURE 9

Trial Data Submission and Approval Procedures for New RDE Participants  
and  
Pell Grant Recipient Data Exchange Agreement

If your institution is already actively participating in RDE, approval for you to participate in RDE is automatically renewed unless we encounter serious and continuing difficulties with you. A new participation agreement is also required if your institution has undergone an ownership change or if you change servicers. If you are participating in RDE for the first time in 1988-89, you must follow the Trial Data Submission and Approval procedures in Enclosure 1. We have determined that reporting of Pell Grant recipient data is feasible and practicable for your institution for this award year, so you must complete and submit the Recipient Data Exchange Agreement. If you already have a Recipient Data Exchange Agreement and need to complete it, use the one in this enclosure. Should you have any questions concerning how to complete the form, you should contact an RDE Specialist at 1-800-425-2525.

Both your school's authorized Financial Aid Administrator and Recipient Data Exchange contact person must each sign the Agreement. You mail the signed form to the address on the Agreement. You may send your Agreement, or at a later date. Enclosure 1 gives the data submission instructions to use for your test tape.

## TRIAL DATA SUBMISSION AND APPROVAL PROCEDURES FOR NEW RDE PARTICIPANTS

If you elect to participate in Recipient Data Exchange of SAR data in tape form, you must send a SAR test tape to Program for approval before you send any actual SAR data. your test tape with your Agreement or at a later date. This us to verify that your data meets the Recipient specifications. If you only elect to receive your St Summary in tape form (Option 3 of your Agreement), you are the test data requirement. See pages 3, 4, and 5 of this e copy of the RDE Agreement.

You must prepare your test tape according to the Instit Record specifications in Enclosures 1 and 3, using cont identifying data rather than "live" student data. This with the requirements of the Family Educational Rights an (34 CFR Part 99), and enables you to produce your tes students actually enroll. Your test submission to us must i

1. A test tape which
  - a. is externally labeled (see Enclosure 3);
  - b. contains at least 10 and no more than 25 detail
  - c. consists of contrived data, as described above;
  - d. is labeled "test tape".
2. A properly completed and signed Recipient Transmittal Form, marked "Test Tape" (see Enclosure
3. A dump of the test tape which shows the:
  - a. internal tape labels (if any),
  - b. data header record (record type 1),
  - c. data detail records (record type 2), and
  - d. data trailer record (record type 3).

You must send the test tape and related documents t shown on the Transmittal Form. You should allow approx. (20) working days following our receipt of your test data fo

After we review your test data, we will return it letter telling you if it was acceptable or unacceptable. data does not meet the required specifications or is unpr must repeat the test cycle with corrected data. Your insti submit actual data tapes until you have provided us with a data and a properly signed RDE Agreement. Also, you mus meet the Program reporting requirements by submitting your Payment Summary with properly completed hardcopy Payment Do scheduled reporting dates until you provide us with a data. If you do not meet these reporting require adjustments to your Pell Grant Authorization will be withhel

e submitting multi-data test tapes, you must:

ude Items 1, 2, and 3 from Enclosure 9, Page 2;

it one RDE transmittal sheet per data set;

it no less than 5 data sets;

ide a printout showing the sequence of data sets on the tape  
list them by data set name; and

ude identical internal and external labels.

have notified you that your test data are acceptable, you may  
ing SAR tapes with actual student data. Only one acceptable  
required for any institution. We do not require a test tape



# PELL GRANT RECIPIENT DATA EXCHANGE AGREEMENT

(Agreement Regarding Institutional Participation in the Pell Grant Recipient Data Exchange Process)

Institution

Pell Institution No.

Entity Number

\_\_\_\_\_, hereafter referred to as the institution (name and location of institution)

\_\_\_\_\_, agrees to comply with all applicable provisions pursuant to Part A, Subpart 1 of the Education Act of 1986, as amended (20 U.S.C. 1070a), the regulations promulgated thereunder (34 CFR, Part 690), and such policy statements as may from time to time be issued by the U.S. Department of Education regarding the administration of the Pell Grant program, as those provisions apply to participation in (check one):

1. Sending student payment data and receiving processed payment data in machine-readable form, and receiving the Student Payment Summary on tape (with hardcopy report);
2. Sending student payment data in machine-readable form, and receiving processed payment documents and the Student Payment Summary on tape (with hardcopy report);
3. Receiving only the Student Payment Summary on tape (in addition to hardcopy report).

\_\_\_\_\_, agrees to maintain the payment data which it submits on tape for a minimum of one year from the end of the award year for which the data is applicable (retention on microfilm is acceptable). The completion and retention of the Payment Document is required, provided that the institution maintains or can generate all the data for the Payment Document in an acceptable hardcopy (or microfilm or microfiche) for each Pell Grant recipient.

Authorized  
Official

Signature of Institutional  
Recipient Data Exchange Contact

Date

Name

Date

Title

## Recipient Data Exchange

Pell Grant Branch

#### Division of Program Operations and Systems, SFAP/OPE

U.S. Department of Education

P.O. Box 1400

Merrifield, Virginia 22116-1400

It covers the following branch campuses of the institution:

Name and Address

Pell Institute

If more space is needed, attach additional sheets giving the same information for each additional person (see instructions on back of form.)